

ICPSR
Inter-university Consortium for
Political and Social Research

Higher Education General Information Survey
(HEGIS), 1978–1979 Through 1979–1980:
College and University Libraries

United States Department of Education
National Center for Education Statistics

ICPSR 2118

HIGHER EDUCATION GENERAL INFORMATION SURVEY (HEGIS), 1978-1979
THROUGH 1979-1980: COLLEGE AND UNIVERSITY LIBRARIES

(ICPSR 2118)

Principal Investigator

United States Department of Education
National Center for Education Statistics

First ICPSR Version
February 1999

Inter-university Consortium for
Political and Social Research
P.O. Box 1248
Ann Arbor, Michigan 48106

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DATA COLLECTION DESCRIPTION

United States Department of Education. National Center for Education Statistics

HIGHER EDUCATION GENERAL INFORMATION SURVEY (HEGIS), 1978-1979 THROUGH 1979-1980: COLLEGE AND UNIVERSITY LIBRARIES (ICPSR 2118)

SUMMARY: The Higher Education General Information Survey (HEGIS) series was designed to provide comprehensive information on various aspects of postsecondary education in the United States and its territories (American Samoa, Guam, Puerto Rico, the Virgin Islands, and the Marshall Islands) and Department of Defense schools outside of the United States. Data are available for both public and private two-year and four-year institutions. The HEGIS College and University Libraries component for 1978-1979/1979-1980 sought data on libraries in 3,190 institutions of higher education in addition to 21 Federal Interagency Committees on Education (FICES) representing joint libraries. Key data elements, presented for up to 12 record types, include number of library collections, number of hours of student assistance and expenditures for wages of library staff, developmental areas, number of library loan transactions for the year, number of transactions per week, library hours and days open per week, library operating expenditures, and library receipts from federal government grants.

UNIVERSE: Libraries within all postsecondary institutions in operation during 1978-1979/1979-1980 in the United States and its territories (American Samoa, Guam, Puerto Rico, the Virgin Islands, and the Marshall Islands) and Department of Defense schools outside of the United States.

NOTE: (1) The case counts in the documentation do not reflect this version of the data. (2) The HEGIS Record Layout file (Part 2) is an Excel worksheet of record layouts for all components of the HEGIS survey, including the 1978-1979/1979-1980 Libraries component. (3) This collection has not been processed by ICPSR staff. ICPSR is distributing the data and documentation for this collection in essentially the same form in which they were received. When appropriate, hardcopy documentation has been converted to machine-readable form and variables have been recoded to ensure respondents' anonymity. (4) The codebook and data collection instrument are provided as a Portable Document Format (PDF) file. The PDF file format was developed by Adobe Systems Incorporated and can be accessed using PDF reader software, such as the Adobe Acrobat reader. Information on how to obtain a copy of the Acrobat Reader is provided through the ICPSR Website on the Internet.

EXTENT OF COLLECTION: 2 data files + machine-readable documentation
(PDF)

EXTENT OF PROCESSING: SCAN/ REFORM.DOC

DATA FORMAT: Logical Record Length

Part 1: Main Data File

Part 2: HEGIS Record Layout

File Structure: hierarchical

Variables: approx. 48

DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE
 EDUCATION DIVISION
 NATIONAL CENTER FOR EDUCATION STATISTICS
 WASHINGTON, D.C. 20202

(Reserve)

DATA BASE DOCUMENTATION

(Authority: Public Law 93-502, Section 552)

PART I - SURVEY SUMMARY

A. TITLE

College and University Libraries, Fall 1979

B. DESCRIPTION

The College and University Libraries, Fall 1979 Survey is part of the HEGIS XIV package which is distributed to nearly 3,200 institutions of higher education located in the United States and its outlying areas. The basic data collected are on collections, staff, expenditures, and developmental areas for college and university libraries. These data function as a basis for making decisions about program priorities for libraries associated with institutions of higher education and provide a perspective on the current trends of operation of these facilities. In the past, they have also proved very helpful to library administrators in budget planning.

C. SURVEY METHODOLOGY

1. UNIVERSE OR SAMPLE

Universe of 3,190 institutions

2. RESPONDENTS Each institution and its certified branches separately listed in the Education Directory that have students enrolled in full-time/part-time educational programs.

3. DATE OF COVERAGE

Academic Year 1978-79

4. FREQUENCY OF SURVEY

Bi-annually

5. RESPONSE RATE

2,783 institutions
(87.2%)

3. HIGHLIGHTS

Joint libraries are substituted for the institutions or branches they serve. Some institutions do not have library facilities, therefore they are not included in this survey. All imputed data may be identified by a "1" entered in record position 078, and more specifically in positions 155-159.

D. RELATED STUDIES

1. SURVEYS

Similar surveys were conducted in HEGIS I, II, III, IV, VI, VIII, X, XI, and XII. (See pages 001-002 of Attachment A.)

2. PUBLICATIONS

Publication concerning HEGIS XIV data are currently being prepared.

F. SPONSORING AGENCY'S NOTES (Specify)

LIB 14 . E . A79-80

LEGEND
 DATA ELEMENT TYPE STANDARDS

Revised:

AN - Alphanumeric, left justified, space filled
 N - Numeric display, right justified, leading zeros
 C3 - Computational-3, signed packed numeric

PART IV - DATA ELEMENT DESCRIPTION

TITLE

College and University Libraries, Fall 1979 (HEGIS XIV) :

FILE NAME

DATA FIELD NAME	DATA ELEMENT TYPE	RECORD POSITION (from to)	NUMBER OF POSITIONS	SOURCE LOCATION	DESCRIPTION
(i)	(ii)	(iii)	(iv)	(v)	(vi)

The survey record is a composite from several sources. Positions 001-070 are obtained from the Institutional Characteristics File and are provided to give each record attributes of the institution which can be used for sorting or selecting data by attribute. Positions 071-118 are essentially the input transactions from the particular survey itself. Positions 151-154 are utilized to record various processing controls during the update cycles. All imputed/adjusted data may be identified in record position 078, and more specifically in positions 155-159.

FICE Code	N	001-006	6	Institutional Characteristics (IC) File	Federal Interagency Committee on Education (FICE) code. Unique for each institution or other entity that has been identified. The range is 001000-029999.
Publication Sequence	N	007-012	6	IC File	Combination of Office of Education (OE) state code and sequence number to sort file into desired sequence for publication.
OE State Code	N	007-008	2	IC File	OE state code of parent institution. (See Common Table 1.)
Sequence Number	N	009-012	4	IC File	Numeric sequence code to alphabetize, within each state, each institution. These numbers are usually assigned with breaks of 10 to permit insertions. Initialized and reassigned each survey year.

LEGEND
 DATA ELEMENT TYPE STANDARDS

Reserve

AN - Alphanumeric, left justified, space filled
 N - Numeric display, right justified, leading zeros
 C3 - Computational 3, signed packed numeric

PART IV - DATA ELEMENT DESCRIPTION

TITLE

College and University Libraries, Fall 1979 (HEGIS XIV)

FILE NAME

DATA FIELD NAME	DATA ELEMENT TYPE	RECORD POSITION (from to)	NUMBER OF POSITIONS	SOURCE LOCATION	DESCRIPTION
(a)	(b)	(c)	(d)	(e)	(f)
Sub Code	AN	013 016	4	IC File	Identifies either a multicampus institution encompassing two or more campuses, or a system of institutions encompassing two or more institutions, any of which may have its own branch campus(es).
System Code	AN	013 013	1	IC File	As a system or multicampus institution is identified within a state, it is given a common alpha identification (A to Z; A = First, B = Second, etc.) for all institutions within the group.
Sequence Code	N	014 015	2	IC File	Identifying and sequencing code within a system or multicampus institution. (See Common Table 2.)
Status Code	AN	016 016	1	IC File	Identifies type of entity, i.e., Main or Branch Campus. (See Common Table 2.)
Filler	AN	017 019	3	-	Positions not used.
City Size Code	N	020 020	1	IC File	Indicates Standard Metropolitan Statistical Area (SMSA) in which an institution is located. (See Common Table 14.)
Table Controls	AN	021 034	14	IC File	Institutional characteristics used to sort and select by any of 11 characteristics.

LEGEND
 DATA ELEMENT TYPE STANDARDS

Revised

AN Alphanumeric, left justified, space filled
 N Numeric display, right justified, leading zeros
 C3 Computational 3, signed packed numeric

PART IV - DATA ELEMENT DESCRIPTION

11111

College and University Libraries, Fall 1979 (HEGIS XIV)

11111

DATA FIELD NAME	DATA ELEMENT TYPE	RECORD POSITION (From to)	NUMBER OF POSITIONS	SOURCE LOCATION	DESCRIPTION
a	b	c	d	e	f
Geographic State Code	N	021-022	2	IC File	OE state code of actual location, if other than parent institution. (See Common Table 1.)
OE Region Code	N	023-023	1	IC File	Academic regional groups. (See Common Table 7.)
OBE Region Code	N	024-024	1	IC File	Department of Commerce, Office of Business Economics Regions. (See Common Table 6.)
Race Code	AN	025-025	1	IC File	Predominant race of student body. (See Common Table 16.)
Control Code	N	026-026	1	IC File	Type of control: 0 - Combination public and private 1 - Public only 2 - Private only
Institute Type Code	AN	027-027	1	IC File	Indicates whether institution is a 2-year or 4-year institution. (See Common Table 9.)
Sex Code	N	028-028	1	IC File	Sex of student body. (See Common Table 10.)
Land Grant	N	029-029	1	IC File	Indicator denoting: 0 - Non Land Grant institution 1 - Land Grant institution 2 - Member of NASULGC (National Association of State Universities and Land Grant Colleges)

LEGEND
 DATA ELEMENT TYPE STANDARDS

Revised

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PART IV - DATA ELEMENT DESCRIPTION

TITLE					FILE NAME
College and University Libraries, Fall 1979 (HEGIS XIV)					
DATA FIELD NAME	DATA ELEMENT TYPE	RECORD POSITION (from to)	NUMBER OF POSITIONS	SOURCE LOCATION	DESCRIPTION
(a)	(b)	(c)	(d)	(e)	(f)
Accreditation	N	030-030	1	IC File	Indicator denoting type of accreditation. (See Common Table 3.)
Filler	AN	031-031	1	--	Position not used.
Offering Level	N	032-033	2	IC File	Indicates highest level of offering. (See Common Table B.)
Calendar System	N	034-034	1	IC File	Indicates calendar system for institution. 1 - Semester 2 - Quarter 3 - Trimester 4 - 4/1/4 5 - Other
Expanded Control Code	N	035-035	1	Generated	Based on positions 037-038, the institution affiliation/control is further defined: 0 - Not specified 1 - Publicly controlled 2 - Privately controlled 3 - Religious affiliation
Filler	AN	036-036	1	--	Position not used.
Affiliation/Control	N	037-038	2	IC File	Indicates control of institution. (See Common Table 4.)

PART IV - DATA ELEMENT DESCRIPTION

TITLE					FILE NAME
College and University Libraries, Fall 1979 (HEGIS XIV)					
DATA FIELD NAME	DATA ELEMENT TYPE	RECORD POSITION (from to)	NUMBER OF POSITIONS	SOURCE LOCATION	DESCRIPTION
(a)	(b)	(c)	(d)	(e)	(f)
Current Enrollment	N	039 045	7	IC File	Institution enrollment obtained from prior Opening Fall Enrollment Survey and enrollment ranges.
Range Code	N	039 039	1	IC File	Range codes for enrollment. (See Common Table 12.)
Enrollment Number	N	040 045	6	IC File	Total number of students enrolled for current survey year.
Institution Name	AN	046 070	25	IC File	Name of reporting institution or branch.
FICE Code	N	071 076	6	Survey Form	For internal tapes used in edit/update processing, this field contains a unique code for each institution or other entity that has been identified. The range is 001000 029999. (Identical to positions 001-006 and is also part of the input transaction record.)
or HEGIS Internal Accounting Information	AN	071 076	6	Generated	For tapes forwarded to NCES, this field contains internal accounting information including the survey year, survey code, and machine edit cycle, e.g., "H14D02".
Survey Code	AN	077 077	1	Generated	Unique code arbitrarily assigned by NCES for each survey. For Libraries, "D".

LEGEND
 DATA ELEMENT TYPE STANDARDS

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 C3 - Computational-3, signed packed numeric

Reserve

PART IV - DATA ELEMENT DESCRIPTION

TITLE

College and University Libraries, Fall 1979 (HEGIS XIV)

FILE NAME

DATA FIELD NAME <i>(a)</i>	DATA ELEMENT TYPE <i>(b)</i>	RECORD POSITION (from to) <i>(c)</i>	NUMBER OF POSITIONS <i>(d)</i>	SOURCE LOCATION <i>(e)</i>	DESCRIPTION <i>(f)</i>
Imputation Code	AN	078-078	1	Generated	Indicator denoting imputed data (data entered on form by editing staff without concurrence of the institution or state coordinator and which is not based on the data reported by the respondent) and/or adjusted data (data changed on form by editing staff without concurrence of the institution or the state coordinator and which is based on the data reported by the respondent) has been entered in one or more of the columns for that line. Blank = No imputed or adjusted data 1 = Imputed data 3 = Adjusted data 5 = Both imputed and adjusted data
Restriction Code	AN	079-079	1	Input Transaction Record	Indicates restricted data whose dissemination outside NCES in raw form has been so identified by the surveyed institution. The data may be used in aggregates, etc. when its individual identification will be lost. 0 = Not restricted 1 = Restricted Blank = No entry
Transaction Code	AN	080-080	1	Generated	Not maintained on Libraries Master File; possible values are listed in Common Table 15.
Record Identification	AN	081-088	8	Survey Form	Identifies the part/section/line/core numbers of the survey form (NCES Form 2300-4, 5/79).

LEGEND
 DATA ELEMENT TYPE STANDARDS

Reserve

- AN Alphanumeric, left justified, space filled
- N Numeric display, right justified, leading zeros
- C3 Computational 3, signed packed numeric

PART IV - DATA ELEMENT DESCRIPTION

TITLE					FILE NAME
College and University Libraries, Fall 1979 (HEGIS XIV)					
DATA FIELD NAME	DATA ELEMENT TYPE	WORD POSITION (from to)	NUMBER OF POSITIONS	SOURCE LOCATION	DESCRIPTION
(a)	(b)	(c)	(d)	(e)	(f)
Part Number	AN	081-082	2	Survey Form	Designates part number of the survey form. Arbitrarily assigned by NCES. Possible codes are: 01, 02, 03, or 04.
Section Number	A	083-083	1	Survey Form	Designates part number of the survey form. Arbitrarily assigned by NCES. Possible codes are: A, B, or C.
Line Number	N	084-085	2	Survey Form	Designates line number contained on the survey form for that line of data.
Core Number	AN	086-088	3	Survey Form	Designates core number contained on the survey form.
Data Cell 1	C3	089-094	6	Survey Form	May contain data from one of the following: Part 1, Section A, 'Number of Titles' column; Part 1, Section B, column 1 Part 2, Section B, column 1 Part 2, Section C, 'No. of Hours' column Part 3, Section A, 'Number' column Part 3, Section B, 'Number of Transactions' column Part 3, Section C, 'Number' column Part 4, Section A, 'Expenditures' column Part 4, Section B, 'Receipts' column
Data Cell 2	C3	095-100	6	Survey Form	May contain data from one of the following: Part 1, Section B, column 2 Part 2, Section B, column 2

PART IV - DATA ELEMENT DESCRIPTION

TITLE					FILE NAME
College and University Libraries, Fall 1979 (HEGIS XIV)					
DATA FIELD NAME	DATA ELEMENT TYPE	RECORD POSITION (from to)	NUMBER OF POSITIONS	SOURCE ORIGIN	DESCRIPTION
<i>a</i>	<i>b</i>	<i>c</i>	<i>d</i>	<i>e</i>	<i>f</i>
Data Cell 3	C3	101-106	6	Survey Form	May contain data from one of the following: Part 2, Section A, column 1 Part 2, Section B, column 3
Data Cell 4	C3	107-112	6	Survey Form	May contain data from one of the following: Part 2, Section A, column 2 Part 2, Section B, column 4
Data Cell 5	C3	113-118	6	Survey Form	May contain data from Part 2, Section B, column 5.
Filler	A	119-150	32	--	Positions not used.
Cycle	N	151-154	4	Generated	Identifies the update cycle in which the record was processed, both initially and at any point in which the record may have been updated.
Entry	N	151-152	2	Generated	The update cycle in which the institution was initially established in the file.
Update	N	153-154	2	Generated	The latest update cycle in which action was taken on the record. In the event of multiple updates, the latest cycle only is recorded.

LEGEND
 DATA ELEMENT TYPE STANDARDS

AN Alphabetic, left justified, space filled
 N Numeric display, right justified, leading zeros
 C3 Computational 3, signed packed numeric

Revised

PART IV - DATA ELEMENT DESCRIPTION

TITLE

College and University Libraries, Fall 1979 (HEGIS XIV)

FILE NAME

DATA FIELD NAME <i>(a)</i>	DATA ELEMENT TYPE <i>(b)</i>	RECORD POSITION <i>(from to)</i> <i>(c)</i>	NUMBER OF POSITIONS <i>(d)</i>	SOURCE LOCATION <i>(e)</i>	DESCRIPTION <i>(f)</i>
Imputation Cell Identifiers	AN	155-159	5	Survey Form	These five fields relate to the data fields in record positions 089-118 to identify the data that may be imputed/adjusted. Blank or 0 = Neither imputed nor adjusted 1 = Imputed data 3 = Adjusted data
Filler	AN	160-170	11	-	Positions not used.

HEGIS XIV COMMON TABLES

PAGE 0001

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COMMON TABLES FOR VALUES & RANGES OF DATA ELEMENTS IN HEGIS DATA FILES. DATA NAMES & MNEMONICS CORRESPOND TO LIKE NAMES ON INDIVIDUAL DATA SET DESCRIPTIONS.

TIME PERIODS FOR HEGIS SURVEYS. TIMES GIVEN REFER TO THE DATA AND NOT THE TIME PERIOD IN WHICH THE DATA WAS COLLECTED.

SURVEY	ABBR	I	II	III	IV	V	VI	VII	VIII	IX	X
INSTITUTIONAL CHARACTERISTICS	INST CHAR	66-67	67-68	68-69	69-70	70-71	71-72	72-73	73-74	74-75	75-76
EARNED DEGREES	ED	JUL 66 JUN 66	JUL 66 JUN 67	JUL 67 JUN 68	JUL 68 JUN 69	JUL 69 JUN 70	JUL 70 JUN 71	JUL 71 JUN 72	JUL 72 JUN 73	JUL 73 JUN 74	JUL 74 JUN 75
SALARIES (NOTE 5)	SAL	66-67	67-68	FALL 68*	69-70	70-71	71-72	72-73	NONE	74-75	75-76
FINANCE - FOR FISCAL YEAR ENDING	FIN	66	67	68	69	70	71	72	73	74	75
LIBRARIES (NOTE 3) (ACADEMIC)	LIB	FALL 66	FALL 67	FALL 68	FALL 69	NONE	FALL 71	NONE	FALL 73	NONE	FALL 75
OPENING FALL ENROLLMENT	OFE (NOTE 4)	FALL 66	FALL 67	FALL 68	FALL 69 NOTE 2	FALL 70 NOTE 2	FALL 71	FALL 72	FALL 73	FALL 74	FALL 75
PHYSICAL FACILITIES AS OF 9/30	FAC	66	NONE	68	69	70	71	NONE	NONE	74	NONE
RESIDENCE AND MIGRATION	H&M/ RES	NONE	NONE	FALL 68	NONE	NONE	NONE	FALL 72	NONE	NONE	FALL 75
STUDENTS ENROLLED FOR ADVANCED DEGREES	SEAD/ AD	FALL 66	FALL 67	FALL 68	FALL 69	FALL 70	FALL 71	FALL 72	FALL 73	FALL 74	NOTE 1
UPPER DIVISION POST BACCALAUREATE ENROLLMENT	UDPBE	NOTE 1	NOTE 1	NOTE 1	NOTE 1	NOTE 1	NOTE 1	NOTE 1	NOTE 1	NOTE 1	FALL 75
ADULT/CONTINUING EDUCATION	ACL	NONE	NONE	67-68*	NONE	69-70*	NONE	NONE	NONE	NONE	NONE

* SAMPLE SURVEY

NOTE 1 STARTING WITH HEGIS X, THE DATA IN THE SEAD SURVEY IS INCLUDED IN THE UDPBE SURVEY.

NOTE 2 2 SURVEYS TAKEN. BASIC AND SUPPLEMENTAL.

NOTE 3 ALSO INCLUDES DATA FOR PREVIOUS ACADEMIC YEAR.

NOTE 4 IN HEGIS XI AND XIII, DATA FOR THE OFFICE FOR CIVIL RIGHTS WAS ALSO COLLECTED. NAME OF THE OFE SURVEY WAS CHANGED TO FALL ENROLLMENT AND COMPLIANCE REPORT (FCH).

NOTE 5 KNOWN AS EMPLOYEES FOR HEGIS I - XIII (ABBREVIATED EMP).

COMMON TABLE VALUES & RANGES OF DATA ELEMENTS IN HEGIS DATA FILES. DATA NAMES & MNEMONICS CORRESPOND TO LIKE NAMES ON INDIVIDUAL DATA SET DESCRIPTIONS.

TIME PERIODS FOR HEGIS SURVEYS (CONTD).

SURVEY	ABBV	XI	XII	XIII	XIV	XV	XVI	XVII	XVIII	XIX	XX
INSTITUTIONAL CHARACTERISTICS	INST CHAR	76 77	77 78	78 79	79 80						
EARNED DEGREES	ED	JUL 76 JUN 76	JUL 76 JUN 77	JUL 77 JUN 78	JUL 78 JUN 79						
SALARIES	SAL	76 77	77 78	78 79	79 80						
FINANCE -- F01 FISCAL YEAR ENDING	FIN	76	77	78	79						
LIBRARIES (NOTE 3) (ACADEMIC)	LIB	FALL 76	FALL 77	NONE	FALL 79						
OPENING FALL ENROLLMENT	OFE	FALL 76	FALL 77	FALL 78	FALL 79						
PHYSICAL FACILITIES AS OF 9/30	FAC	NONE	NONE	78	NONE						
RESIDENCE AND MIGRATION	IR&M/ IIES	NONE	NONE	NONE	FALL 79						
STUDENTS ENROLLED FOR ADVANCED DEGREES	SLAD/ AD	NOTE 1	NOTE 1	NOTE 1	NOTE 1						
UPPER DIVISION POST BACCALAUDEATE ENROLLMENT	UDPBE	FALL 76	NONE	NONE	NONE						
ADULT/CONTINUING EDUCATION	ACE	75 76*	NONE	77 78*	NONE						

COMMON TABLES FOR VALUES & RANGES OF DATA ELEMENTS IN HEGIS DATA FILES. DATA NAMES & MNEMONICS CORRESPOND TO LIKE NAMES ON INDIVIDUAL DATA SET DESCRIPTIONS

TABLE 1 - STATE AND REGIONAL CODES

STATE OR TERRITORY	*****STATE CODES*****				*****REGIONS*****			STATE OR TERRITORY	*****STATE CODES*****				*****REGIONS*****		
	OE V-	OE VI+	FIPS	POST OFC	OBE	OE	ACCHED AGENCY		OE V-	OE VI+	FIPS	POST OFC	OBE	OE	ACCHED AGENCY
ALABAMA	10	10	01	AL	5	3	SC	NEW JERSEY	40	40	34	NJ	2	1	M
ALASKA	11	11	02	AK	8	4	NW	NEW MEXICO	41	41	35	NM	8	4	NH
ARIZONA	12	12	04	AZ	6	4	NH	NEW YORK	42	42	36	NY	2	1	M
ARKANSAS	13	13	05	AR	6	3	NH	NORTH CAROLINA	43	43	37	NC	6	3	SC
CALIFORNIA	14	14	06	CA	8	4	WC,WJ	NORTH DAKOTA	44	44	38	ND	4	2	NH
COLORADO	16	15	08	CO	7	4	NH	OHIO	45	45	39	OH	3	2	NH
CONNECTICUT	16	16	09	CT	1	1	E	OKLAHOMA	46	46	40	OK	6	4	NH
DELAWARE	17	17	10	DE	2	1	M	OREGON	47	47	41	OR	8	4	NW
DISTRICT OF COLUMBIA	18	18	11	DC	2	1	M	PENNSYLVANIA	48	48	42	PA	2	1	M
FLORIDA	19	19	12	FL	6	3	SC	RHODE ISLAND	49	49	44	RI	1	1	E
GEORGIA	20	20	13	GA	6	3	SC	SOUTH CAROLINA	50	50	45	SC	6	3	SC
HAWAII	21	21	16	HI	8	4	WC,WJ	SOUTH DAKOTA	51	51	46	SD	4	2	NH
IDAHO	22	22	16	ID	7	4	NW	TENNESSEE	52	52	47	TN	6	3	SC
ILLINOIS	23	23	17	IL	3	2	NH	TEXAS	53	53	48	TX	6	4	SC
INDIANA	24	24	18	IN	3	2	NH	UTAH	54	54	49	UT	7	4	NW
IOWA	26	25	19	IA	4	2	NH	VERMONT	55	55	50	VT	1	1	E
KANSAS	26	26	20	KS	4	2	NH	VIRGINIA	56	56	51	VA	5	3	SC
KENTUCKY	27	27	21	KY	5	3	SC	WASHINGTON	67	67	63	WA	8	4	NW
LOUISIANA	28	28	22	LA	5	3	SC	WEST VIRGINIA	58	58	64	WV	6	3	NH
MAINE	29	29	23	ME	1	1	E	WISCONSIN	59	59	55	WI	3	2	NH
MARYLAND	30	30	24	MD	2	1	M	WYOMING	60	60	56	WY	7	4	NH
MASSACHUSETTS	31	31	25	MA	1	1	E	U S SERVICE SCHOOLS	61	61			0	6	-
MICHIGAN	32	32	26	MI	3	2	NH	AMERICAN SAMOA*		62		AO	9	7	WC,WJ
MINNESOTA	33	33	27	MN	4	2	NH	CANAL ZONE	62	63		CZ	9	7	M
MISSISSIPPI	34	34	28	MS	5	3	SC	GUAM	63	64		GU	0	7	WC,WJ
MISSOURI	36	35	29	MO	4	2	NH	PUERTO RICO	64	65		PR	9	7	M
MONTANA	36	36	30	MT	7	4	NW	TRUST TERR PAC IS*		66		TO	0	7	WC,WJ
NEBRASKA	37	37	31	NE	4	2	NH	VIRGIN ISLANDS	66	67		VI	0	7	M
NEVADA	38	38	32	NV	8	4	NW								
NEW HAMPSHIRE	39	39	33	NH	1	1	E								

*ADDED IN HEGIS VI

COMMON TABLES FOR VALUES & RANGES OF DATA ELEMENTS IN REGIS DATA FILES. DATA NAMES & MNEMONICS CORRESPOND TO LIKE NAMES ON INDIVIDUAL DATA SET DESCRIPTIONS.

TABLE 2 - INSTITUTIONAL STATUS AND SYSTEM CODES

INSTITUTIONAL COMPONENT	STATUS CODE	COUNTED AS INSTITUTION	SUB CODE	NOTES
INDIVIDUAL INSTITUTION	6	YES	NONE	
MULTICAMPUS INSTITUTION: ALL CAMPUS	2	NO	00	FIRST RECORD SET FOR THE INSTITUTION -- SUMMARY RECORD SET. SHOULD NOT HAVE INCOMING DATA.
CENTRAL OFFICE	4	NO	99	SECOND RECORD SET FOR THE INSTITUTION. USED ONLY IN THE DIRECTORY UNLESS THE CENTRAL OFFICE HAS ITS OWN EMPLOYEES AND/OR PHYSICAL FACILITIES.
HAVING A MAIN CAMPUS: MAIN CAMPUS	6	YES	01	
BRANCH CAMPUS	7	YES	02-79	
NOT HAVING A MAIN CAMPUS: DESIGNATED MAIN CAMPUS	8	YES	02-79	WHEN THE INSTITUTION INDICATES THAT ALL BRANCH CAMPUSES ARE EQUAL, ONE CAMPUS, USUALLY THE LARGEST, WAS DESIGNATED AS THE MAIN ONE STRICTLY FOR PURPOSES OF COUNTING CHARACTERISTICS.
OTHER CAMPUS	9	YES	02-79	
SYSTEM: ALL INSTITUTION	A	NO	00	FIRST RECORD IN THE SYSTEM. WILL NEVER HAVE CHARACTERISTICS AND WILL NOT BE USED FOR REPORTING OF INCOMING REGIS DATA. USED ONLY FOR SUMMARIZATION PURPOSES.
SYSTEM OFFICE	C	NO	98	SECOND RECORD SET IN THE SYSTEM. USED ONLY IN THE DIRECTORY UNLESS THE SYSTEM OFFICE HAS ITS OWN EMPLOYEES AND/OR PHYSICAL FACILITIES.
INSTITUTION	L	YES	02-79	
ALL CAMPUS	B	NO	80-97	SUMMARY OF MAIN & BRANCH CAMPUS RECORDS ALWAYS IMMEDIATELY FOLLOWING
MAIN CAMPUS	F	YES	02-79	
BRANCH CAMPUS	G	YES	02-79	WILL ALWAYS BE IMMEDIATELY FOLLOWING ITS MAIN CAMPUS
JOINT LIBRARY	0	NO	NONE	REPRESENTED INSTITUTIONS ARE COUNTED INSTEAD
NON CURRENT: DECLARED INELIGIBLE THIS YEAR	X	NO	NONE	WILL ONLY BE LISTED IN APPENDIX A OF THE EDUCATION DIRECTORY AS INSTITUTIONS AND BRANCHES THAT HAVE LOST ELIGIBILITY WITH THE REASON INDICATED.
PREVIOUSLY INELIGIBLE	Y	NO	NONE	WILL NOT APPEAR ANYWHERE IN THE EDUCATION DIRECTORY.

COMMON TABLES FOR VALUES & RANGES OF DATA ELEMENTS IN HEGIS DATA FILES. DATA NAMES & MNEUMONICS CORRESPOND TO LIKE NAMES ON INDIVIDUAL DATA SET DESCRIPTIONS.

TABLE 3 - ACCREDITATION CATEGORIES

NORMALLY POSITIVE. IF NEGATIVE, THE CATEGORY WILL BE FURTHER EXPLAINED IN A 900 FOOTNOTE RECORD IN THE INSTITUTIONAL CHARACTERISTICS FILE.

ROMAN NUMERAL IN () AFTER TEXT INDICATES FIRST SURVEY YEAR IN WHICH THE ACCREDITATION APPEARS. ALL OTHERS HAVE BEEN INCLUDED SINCE HEGIS I.

HEGIS I THROUGH X CODED ON FILE AS 2-BYTE PACKED/SIGNED NUMERIC. ALWAYS POSITIVE. NULL ENTRIES ALWAYS CARRY ZERO VALUE.

HEGIS XI FORWARD CODED ON FILE AS THE 5-CHARACTER MNEMONIC. LEFT JUSTIFIED WITH TRAILING SPACES. NULL ENTRIES ALWAYS SPACE FILLED.

CODE CATEGORY

A, J FULL
 B, K CORRESPONDENCE STATUS - REGIONAL ONLY (OBSOLETE)
 C, L CANDIDATE (USED TO INSERT @ IN FRONT OF ACCREDITATION IN DIRECTORY PRINT)
 D, M 4 YEAR INSTITUTION ACCREDITED AT JUNIOR COLLEGE LEVEL (USED TO INSERT J IN FRONT OF REGIONAL ACCREDITATION IN DIRECTORY PRINT, E.G., JE)
 E, N PROVISIONAL (USED TO INSERT # IN CONJUNCTION WITH MNEUMONIC IN DIRECTORY PRINT, E.G., #LAW)
 F, O COVERED BY REGIONAL ACCREDITATION OF PARENT INSTITUTION

CODE	MNEMONIC	REGIONAL ACCREDITATIONS
001	E	NEW ENGLAND ASSN OF SCHOOLS AND COLLEGES, COMMISSION ON INSTITUTIONS OF HIGHER EDUCATION (ACCEPTABLE I-XII; CONVERTED TO EH AND EV XI)
----	EH	NEW ENGLAND ASSOCIATION OF SCHOOLS AND COLLEGES, COMMISSION ON INSTITUTIONS OF HIGHER ED. (SEE E) (XI)
----	EV	NEW ENGLAND ASSOCIATION OF SCHOOLS AND COLLEGES, COMMISSION ON VOCATIONAL, TECHNICAL, CAREER INSTITUTIONS (SEE E) (XI)
002	M	MIDDLE STATES ASSOCIATION OF COLLEGES AND SECONDARY SCHOOLS, COMMISSION ON HIGHER EDUCATION
003	N	NORTH CENTRAL ASSN OF COLLEGES AND SECONDARY SCHOOLS: COMMISSION ON INSTITUTIONS OF HIGHER EDUCATION (ACCEPTABLE I-XII; CONVERTED TO NH XIII)
----	NH	NORTH CENTRAL ASSOCIATION OF COLLEGES AND SCHOOLS, COMMISSION ON INSTITUTIONS OF HIGHER ED. (SEE N) (XIII)
----	NW	NORTHWEST ASSOCIATION OF SCHOOLS AND COLLEGES, COMMISSION ON COLLEGES (XIII)
004	NW	NORTHWEST ASSOCIATION OF SECONDARY AND HIGHER SCHOOLS, COMMISSION ON HIGHER SCHOOLS (ACCEPTABLE I-XII; ACCREDITATION NAME CHANGE IN XIII)
005	S	SOUTHERN ASSN OF COLLEGES AND SCHOOLS, COMMISSION ON COLLEGES (ACCEPTABLE I-XII; CONVERTED TO SC XIII)
----	SC	SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS, COMMISSION ON COLLEGES (SEE S) (XIII)
006	W	WESTERN ASSN OF SCHOOLS AND COLLEGES, ACCREDITING COMMISSION FOR SENIOR COLLEGES AND UNIVERSITIES AND ACCREDITING COMMISSION FOR JUNIOR COLLEGES. (ACCEPTABLE I-XII; CONVERTED TO WC AND WJ XIII)
----	WC	WESTERN ASSOCIATION OF SCHOOLS AND COLLEGES, ACCREDITING COMMISSION FOR SENIOR COLLEGES AND UNIVERSITIES (SEE W) (XIII)
----	WJ	WESTERN ASSOCIATION OF SCHOOLS AND COLLEGES, ACCREDITING COMMISSION FOR COMMUNITY AND JUNIOR COLLEGES (SEE W) (XIII)
007	STATE	STATE ACCREDITATION LISTED WHEN NO OTHER ACCREDITATION IS REPORTED
----	3IC	DERIVATIVE: A MINIMUM OF THREE ACCREDITED INSTITUTIONS ACCEPT STUDENTS FROM THIS INSTITUTION FOR CREDIT (XI)
----	NY	NEW YORK STATE BOARD OF REGENTS (XI)

COMMON TABLES FOR VALUES & RANGES OF DATA ELEMENTS IN HEGIS DATA FILES. DATA NAMES & MNEUMONICS CORRESPOND TO LIKE NAMES ON INDIVIDUAL DATA SET DESCRIPTIONS.

TABLE 3 ACCREDITATION CATEGORIES (CONTINUED)

CODE	MNEUMONIC	ACCREDITING AGENCY
		ACCREDITING BUREAU OF HEALTH EDUCATION SCHOOLS
040	MAAB	MEDICAL ASSISTANT EDUCATION (PRIVATE SCHOOLS AND PROGRAMS) (SEE MAE) (XIII)
	MLT	MEDICAL LABORATORY TECHNICIAN EDUCATION (ACCEPTABLE V-XII; CONVERTED TO MLTAB XIII)
	MLTAB	MEDICAL LABORATORY TECHNICIAN EDUCATION (SEE MLT) (XIII)
037	MAE	MEDICAL ASSISTANT EDUCATION (ACCEPTABLE IX-XII; CONVERTED TO MAAB IN XIII)
		ACCREDITING COMMISSION ON EDUCATION FOR HEALTH SERVICES ADMINISTRATION
029	HSA	HEALTH SERVICES ADMINISTRATION (GRADUATE DEGREE PROGRAMS) (SEE HIA) (XIII)
	HIA	HOSPITAL ADMINISTRATION (ACCEPTABLE VI-XII; CONVERTED TO HSA XIII)
016	BUS	AMERICAN ASSEMBLY OF COLLEGIATE SCHOOLS OF BUSINESS BUSINESS (BACCALAUREATE AND GRADUATE PROGRAMS IN BUSINESS AND ADMINISTRATION)
014	BI	AMERICAN ASSOCIATION OF BIBLE COLLEGES BIBLE COLLEGE EDUCATION (BIBLE COLLEGES AND INSTITUTES)
		AMERICAN ASSOCIATION FOR MARRIAGE AND FAMILY THERAPY EDUCATION, COMMISSION ON ACCREDITATION FOR MARRIAGE AND FAMILY THERAPY
	MFCC	MARRIAGE AND FAMILY COUNSELING (CLINICAL TRAINING PROGRAMS) (XIV)
	MFCD	MARRIAGE AND FAMILY COUNSELING (GRADUATE DEGREE PROGRAMS) (XIV)
009	ANEST	AMERICAN ASSOCIATION OF NURSE ANESTHETISTS NURSE ANESTHESIA (PROFESSIONAL SCHOOLS) (V)
033	LAW	AMERICAN BAH ASSOCIATION LAW (PROFESSIONAL SCHOOLS)
028	FUSEH	AMERICAN BOARD OF FUNERAL SERVICE EDUCATION FUNERAL SERVICE EDUCATION (INDEPENDENT SCHOOLS AND COLLEGIATE DEPARTMENTS) (VIII)
	CHLM	AMERICAN CHEMICAL SOCIETY (LAST INCLUDED IN HEGIS VIII)
031	JOUR	AMERICAN COUNCIL ON EDUCATION FOR JOURNALISM JOURNALISM (FIRST PROFESSIONAL DEGREE PROGRAMS)
053	PHAR	AMERICAN COUNCIL ON PHARMACEUTICAL EDUCATION PHARMACY (PROFESSIONAL DEGREE PROGRAMS)

COMMON TABLE FOR VALUES & RANGES OF DATA ELEMENTS IN HEGIS DATA FILES. DATA NAMES & MNEUMONICS CORRESPOND TO LIKE NAMES ON INDIVIDUAL DATA SET DESCRIPTIONS.

TABLE 3 ACCREDITATION CATEGORIES (CONTINUED)

CODE	MNEMONIC	ACCREDITING AGENCY
021	DA	AMERICAN DENTAL ASSOCIATION
022	DH	DENTAL ASSISTING (V)
025	DT	DENTAL HYGIENE
023	DENT	DENTAL LABORATORY TECHNICIAN EDUCATION (V) DENTISTRY (PROGRAMS LEADING TO D.D.S. OR D.M.D. DEGREES AND ADVANCED DENTAL SPECIALIST)
024	DIET	AMERICAN DIETETIC ASSOCIATION
	DIET I	DIETETICS (UNDERGRADUATE PROGRAMS) (X)
	DIET II	DIETETICS (INTERNSHIP PROGRAMS) (XIII)
036	LIB	AMERICAN LIBRARY ASSOCIATION LIBRARIANSHIP (FIRST PROFESSIONAL DEGREE PROGRAMS)
010	APCP	AMERICAN MEDICAL ASSOCIATION, COMMITTEE ON ALLIED HEALTH EDUCATION AND ACCREDITATION
	BBT	ASSISTANT TO THE PRIMARY CARE PHYSICIAN EDUCATION (IX)
017	CLA	BLOOD BANK TECHNOLOGY (SEE SBBT) (XIV)
020	CYTO	CERTIFIED LABORATORY TECHNICIAN EDUCATION (ACCEPTABLE IX-XII, CONVERTED TO MLTC XIII)
030	HT	CYTOTECHNOLOGY (IX)
036	MA	HISTOLOGIC TECHNICIAN EDUCATION (IX)
	MAC	MEDICAL ASSISTANT EDUCATION (ACCEPTABLE IX-XII; CONVERTED TO MAC XIII)
	MLTAD	MEDICAL ASSISTANT EDUCATION (SEE MA) (XIII)
	MLTC	MEDICAL LABORATORY TECHNICIAN EDUCATION (DEGREE) (SEE MLTE) (XIII)
041	MLTE	MEDICAL LABORATORY TECHNICIAN EDUCATION (CERTIFICATE) (SEE CLA) (XIII)
042	MRA	MEDICAL LABORATORY TECHNICIAN EDUCATION (ACCEPTABLE IX-XII; CONVERTED TO MLTAD XIII)
043	MRT	MEDICAL RECORD ADMINISTRATOR EDUCATION (VIII)
044	MT	MEDICAL RECORD TECHNICIAN EDUCATION
046	NMT	MEDICAL TECHNOLOGY
	ORT	NUCLEAR MEDICINE TECHNOLOGY (IX)
051	OT	OPERATING ROOM TECHNICIAN (ACCEPTABLE XIII; CONVERTED TO SURGT XIV)
057	PT	OCCUPATIONAL THERAPY
	PTC	PHYSICAL THERAPIST (ACCEPTABLE I-XII; CONVERTED TO PTC XIII)
060	RT	PHYSICAL THERAPY (SEE PT) (XIV)
061	HRT	RADIOLOGIC TECHNOLOGIST (ACCEPTABLE VIII-XIII; CONVERTED TO RAD XIV)
	RAD	RADIATION THERAPY TECHNOLOGY (IX)
059	RSTH	RADIOGRAPHY (SEE RT) (XIV)
	RSTH I	RESPIRATORY (INHALATION) THERAPY (ACCEPTABLE VIII-XII; CONVERTED TO RSTH XIII)
	RSTH II	RESPIRATORY THERAPY (SEE RSTH I) (XIII)
	RSTH III	RESPIRATORY THERAPY TECHNICIAN EDUCATION (XIII)
062	SBBT	SPECIALIST IN BLOOD BANK TECHNOLOGY (ACCEPTABLE IX-XIII, CONVERTED TO BBT XIV)
	SURGA	SURGERY TECHNOLOGY (XIII)
	SURGT	SURGERY TECHNOLOGY (SEE ORT) (XIV)
038	MI DB	AMERICAN MEDICAL ASSOCIATION AND ASSOCIATION OF AMERICAN MEDICAL COLLEGES, LIAISON COMMITTEE ON MEDICAL EDUCATION
038	MI D	MEDICAL SCIENCES, BASIC (PROGRAMS LEADING TO M.D. DEGREE) (SEE MED B) (XIII)
039	MI D II	MEDICINE (PROGRAMS LEADING TO M.D. DEGREE) BASIC MEDICAL SCIENCES (ACCEPTABLE I-XII; CONVERTED TO MI DB XIII)

COMMON TABLE FOR VALUES & RANGES OF DATA ELEMENTS IN HEGIS DATA FILES. DATA NAMES & MNEUMONICS CORRESPOND TO LIKE NAMES ON INDIVIDUAL DATA SET DESCRIPTIONS.

TABLE 3 ACCREDITATION CATEGORIES (CONTINUED)

CODE	MNEUMONIC	ACCREDITING AGENCY
049	OPT	AMERICAN OPTOMETRIC ASSOCIATION OPTOMETRY (PROFESSIONAL PROGRAMS)
050	OSTEO	AMERICAN OSTEOPATHIC ASSOCIATION OSTEOPATHIC MEDICINE (PROGRAMS LEADING TO D.O. DEGREE)
---	PTA	AMERICAN PHYSICAL THERAPY ASSOCIATION PHYSICAL THERAPY (PROFESSIONAL PROGRAMS) (XIII)
---	PTAA	PHYSICAL THERAPY (PROGRAMS FOR THE PHYSICAL THERAPIST ASSISTANT) (XIII)
056	POD	AMERICAN PODIATRY ASSOCIATION PODIATRY (PROFESSIONAL AND GRADUATE DEGREE PROGRAMS)
---	PODA	PODIATRY ASSISTANT (ACCEPTABLE VALUE IN HEGIS XIII)
018	CLPSY	AMERICAN PSYCHOLOGICAL ASSOCIATION PSYCHOLOGY, CLINICAL (DOCTORAL PROGRAMS) (VI)
019	COPSY	PSYCHOLOGY, COUNSELING (DOCTORAL PROGRAMS) (VI)
---	IPSY	PSYCHOLOGY (INTERNSHIP PROGRAMS, CLINICAL AND COUNSELING) (XIII)
063	SCPSY	PSYCHOLOGY, SCHOOL (DOCTORAL PROGRAMS) (X)
---	LSAR	AMERICAN SOCIETY OF LANDSCAPE ARCHITECTS LANDSCAPE ARCHITECTURE (FIRST PROFESSIONAL DEGREE) (SEE LDAR) (XIII)
034	LDAR	LANDSCAPE ARCHITECTURE (ACCEPTABLE VII-XII; CONVERTED TO LSAR XIII)
013	AUD	AMERICAN SPEECH AND HEARING ASSOCIATION AUDIOLOGY (MASTER'S DEGREE PROGRAMS)
064	SP	SPEECH PATHOLOGY (MASTER'S DEGREE PROGRAMS)
---	ADVLT	AMERICAN VETERINARY MEDICAL ASSOCIATION VETERINARY MEDICINE (ASSOCIATE DEGREE PROGRAMS FOR THE ANIMAL TECHNICIAN) (XIII)
070	VE T	VETERINARY MEDICINE (PROFESSIONAL PROGRAMS LEADING TO D.V.M. OR V.M.D. DEGREES)
058	HABN	ASSOCIATION OF ADVANCED RABBINICAL AND TALMUDIC SCHOOLS RABBINICAL AND TALMUDIC EDUCATION (RABBINICAL AND TALMUDIC SCHOOLS) (X)
032	JUCB	ASSOCIATION OF INDEPENDENT COLLEGES AND SCHOOLS BUSINESS (PRIVATE JUNIOR COLLEGES AND BUSINESS SCHOOLS)
065	SUCB	BUSINESS (PRIVATE SENIOR COLLEGES AND BUSINESS SCHOOLS)
069	THEO	ASSOCIATION OF THEOLOGICAL SCHOOLS IN THE UNITED STATES AND CANADA THEOLOGY (GRADUATE DEGREE PROGRAMS IN SCHOOLS IN THEOLOGY)
016	CHIRO	COUNCIL ON CHIROPRACTIC EDUCATION CHIROPRACTIC (PROGRAMS LEADING TO THE D.C. DEGREE) (IX)

COMMON TABLES FOR VALUES & RANGES OF DATA ELEMENTS IN HEGIS DATA FILES. DATA NAMES & MNEUMONICS CORRESPOND TO LIKE NAMES ON INDIVIDUAL DATA SET DESCRIPTIONS.

TABLE 3 ACCREDITATION CATEGORIES (CONTINUED)

CODE	MNEUMONIC	ACCREDITING AGENCY
052	CHE CHPM PH	COUNCIL ON EDUCATION FOR PUBLIC HEALTH GRADUATE PROGRAMS IN COMMUNITY HEALTH EDUCATION (XIV) GRADUATE PROGRAMS IN COMMUNITY HEALTH/PREVENTIVE MEDICINE (XIV) PUBLIC HEALTH (GRADUATE SCHOOLS OF PUBLIC HEALTH)
066	SW	COUNCIL ON SOCIAL WORK EDUCATION SOCIAL WORK (BACCALAUREATE AND MASTER'S DEGREE PROGRAMS)
026 067	ENG ENGT TECH	ENGINEERS' COUNCIL FOR PROFESSIONAL DEVELOPMENT ENGINEERING (FIRST PROFESSIONAL DEGREE AND GRADUATE PROGRAMS) ENGINEERING TECHNOLOGY (ASSOCIATE AND BACCALAUREATE DEGREE PROGRAMS) (SEE TECH) (XIII) ENGINEERING TECHNOLOGY (2-YEAR PROGRAM) (ACCEPTABLE I-XII; CONVERTED TO ENGT XIII)
011	FIDER ID	FOUNDATION FOR INTERIOR DESIGN EDUCATION RESEARCH INTERIOR DESIGN (PROFESSIONAL AND TECHNICAL PROGRAMS) (SEE ID) (XIII) INTERIOR DESIGN (ACCEPTABLE XII; CONVERTED TO FIDER XIII)
011	ARCH	NATIONAL ARCHITECTURAL ACCREDITING BOARD, INC. ARCHITECTURE (FIRST PROFESSIONAL DEGREE PROGRAMS)
055	PNE	NATIONAL ASSOCIATION FOR PRACTICAL NURSE EDUCATION AND SERVICE, INC. NURSING (PRACTICAL NURSE PROGRAMS) (V)
012	ART	NATIONAL ASSOCIATION OF SCHOOLS OF ART ART (PROFESSIONAL SCHOOLS AND PROGRAMS)
045	MUS	NATIONAL ASSOCIATION OF SCHOOLS OF MUSIC MUSIC (BACCALAUREATE AND GRADUATE DEGREE PROGRAMS)
068	TED	NATIONAL COUNCIL FOR ACCREDITATION OF TEACHER EDUCATION TEACHER EDUCATION (BACCALAUREATE AND GRADUATE DEGREE PROGRAMS)
008 047 054 048	ADNUR DNUR NUR PN PNUR NURSW	NATIONAL LEAGUE FOR NURSING, INC. NURSING (ASSOCIATE DEGREE PROGRAM) NURSING (DIPLOMA PROGRAMS) (XIII) NURSING (BACCALAUREATE AND MASTER'S DEGREE PROGRAMS) NURSING (PRACTICAL NURSE PROGRAMS) (ACCEPTABLE V XII; CONVERTED TO PNUR XIII) NURSING (PRACTICAL NURSE PROGRAMS) (SEE PN) (XIII) NURSING SYSTEM WIDE (UNIVERSITY OF TEXAS SYSTEM ONLY) (VI) LAST USED IN HEGIS X.
027	FOR	SOCIETY OF AMERICAN FORESTIERS FORESTRY (BACCALAUREATE AND HIGHER FIRST PROFESSIONAL DEGREE PROGRAMS)

COMMON TABLES FOR VALUES & RANGES OF DATA ELEMENTS IN REGIS DATA FILES. DATA NAMES & MNEMONICS CORRESPOND TO LIKE NAMES ON INDIVIDUAL DATA SET DESCRIPTIONS.

TABLE 4 - CONTROL OR AFFILIATION CODES

CODE	CONTROL OR AFFILIATION - IN ALPHABETIC ORDER	CODE	CONTROL OR AFFILIATION - IN ALPHABETIC ORDER (CONT'D)
11	FEDERAL	65	FRIENDS
12	STATE	63	FRIENDS UNITED MEETING
13	LOCAL	70	GENERAL CONFERENCE MENNONITE CHURCH
14	STATE/LOCAL	91	GREEK ORTHODOX
15	STATE RELATED	42	INTERDENOMINATIONAL
21	INDEPENDENT NON-PROFIT	80	JEWISH
25	ORGANIZED AS PROFIT MAKING	94	LATTER DAY SAINTS
26	ADVENT CHRISTIAN CHURCH	67	LUTHERAN CHURCH IN AMERICA
61	AFRICAN METHODIST EPISCOPAL	68	LUTHERAN CHURCH - MISSOURI SYNOD
24	AFRICAN METHODIST EPISCOPAL ZION CHURCH	43	MENNONITE BRETHREN CHURCH
62	AMERICAN BAPTIST	69	MENNONITE CHURCH
22	AMERICAN EVANGELICAL LUTHERAN CHURCH	87	MISSIONARY CHURCH INC (FORMERLY UNITED MISS CHURCH)
63	AMERICAN LUTHERAN	44	MORAVIAN CHURCH
46	AMERICAN LUTHERAN AND LUTHERAN CHURCH IN AMERICA	78	MULTIPLE PROTESTANT DENOMINATIONS
23	AMERICAN MISSIONARY ASSOCIATION	45	NORTH AMERICAN BAPTIST
27	ASSEMBLIES OF GOD CHURCH	79	OTHER PROTESTANT
64	BAPTIST	47	PENTECOSTAL HOLINESS CHURCH
28	BRETHREN CHURCH	72	PRESBYTERIAN, U.S.
29	BRETHREN IN CHRIST CHURCH	73	PROTESTANT EPISCOPAL
34	CHRISTIAN AND MISSIONARY ALLIANCE CHURCH	49	REFORMED CHURCH IN AMERICA
61	CHRISTIAN CHURCH (DISCIPLES OF CHRIST)	60	REFORMED EPISCOPAL CHURCH
48	CHRISTIAN CHURCHES AND CHURCHES OF CHRIST	81	REFORMED PRESBYTERIAN CHURCH
65	CHRISTIAN METHODIST EPISCOPAL	82	REORGANIZED LATTER DAY SAINTS CHURCH
35	CHRISTIAN REFORMED CHURCH	30	ROMAN CATHOLIC
66	CHURCH OF CHRIST (SCIENTIST)	92	RUSSIAN ORTHODOX
57	CHURCH OF GOD	95	SEVENTH DAY ADVENTISTS
31	CHURCH OF GOD IN CHRIST	83	SEVENTH DAY BAPTIST CHURCH
96	CHURCH OF GOD OF PROPHECY	75	SOUTHERN BAPTIST
32	CHURCH OF NEW JERUSALEM	88	UNDENOMINATIONAL
68	CHURCH OF THE BRETHREN	93	UNITARIAN UNIVERSALIST
69	CHURCH OF THE NAZARENE	84	UNITED BRETHREN CHURCH
74	CHURCHES OF CHRIST	76	UNITED CHURCH OF CHRIST
60	CUMBERLAND PRESBYTERIAN	71	UNITED METHODIST
36	EVANGELICAL CONGREGATIONAL CHURCH	77	UNITED PRESBYTERIAN, USA
37	EVANGELICAL COVENANT CHURCH OF AMERICA	89	WESLEYAN CHURCH
38	EVANGELICAL FREE CHURCH OF AMERICA	33	WISCONSIN EVANGELICAL LUTHERAN SYNOD
39	EVANGELICAL LUTHERAN CHURCH	90	YOUNG MEN'S CHRISTIAN ASSOCIATION
64	FREE METHODIST		
41	FREE WILL BAPTIST CHURCH	99	OTHER

COMMON TABLES FOR VALUES & RANGES OF DATA ELEMENTS IN REGIS DATA FILES. DATA NAMES & MNEMONICS CORRESPOND TO LIKE NAMES ON INDIVIDUAL DATA SET DESCRIPTIONS.

TABLE 4 - CONTROL OR AFFILIATION CODES (CONTD)

CODE	CONTROL OR AFFILIATION - IN NUMERIC ORDER BY CODE	CODE	CONTROL OR AFFILIATION - IN NUMERIC ORDER BY CODE (CONTD)
11	FEDERAL	57	CHURCH OF GOD
12	STATE	58	CHURCH OF THE BRETHREN
13	LOCAL	59	CHURCH OF THE NAZARENE
14	STATE/LOCAL	60	CUMBERLAND PRESBYTERIAN
15	STATE RELATED	61	CHRISTIAN CHURCH (DISCIPLES OF CHRIST)
21	INDEPENDENT NON-PROFIT	62	FRIENDS UNITED MEETING
22	AMERICAN EVANGELICAL LUTHERAN CHURCH	64	FREE METHODIST
23	AMERICAN MISSIONARY ASSOCIATION	65	FRIENDS
24	AFRICAN METHODIST EPISCOPAL ZION CHURCH	66	PRESBYTERIAN US AND UNITED PRESBYTERIAN, USA
25	ORGANIZED AS PROFIT MAKING	67	LUTHERAN CHURCH IN AMERICA
26	ADVENT CHRISTIAN CHURCH	68	LUTHERAN CHURCH - MISSOURI SYNOD
27	ASSEMBLIES OF GOD CHURCH	69	MENNONITE CHURCH
28	BRETHREN CHURCH	70	GENERAL CONFERENCE MENNONITE CHURCH
29	BRETHREN IN CHRIST CHURCH	71	UNITED METHODIST
30	ROMAN CATHOLIC	72	PRESBYTERIAN, U.S.
31	CHURCH OF GOD IN CHRIST	73	PROTESTANT EPISCOPAL
32	CHURCH OF NEW JERUSALEM	74	CHURCHES OF CHRIST
33	WISCONSIN EVANGELICAL LUTHERAN SYNOD	76	SOUTHERN BAPTIST
34	CHRISTIAN AND MISSIONARY ALLIANCE CHURCH	76	UNITED CHURCH OF CHRIST
36	CHRISTIAN REFORMED CHURCH	77	UNITED PRESBYTERIAN, USA
36	EVANGELICAL CONGREGATIONAL CHURCH	78	MULTIPLE PROTESTANT DENOMINATIONS
37	EVANGELICAL COVENANT CHURCH OF AMERICA	79	OTHER PROTESTANT
38	EVANGELICAL FREE CHURCH OF AMERICA	80	JEWISH
39	EVANGELICAL LUTHERAN CHURCH	81	REFORMED PRESBYTERIAN CHURCH
41	FREE WILL BAPTIST CHURCH	82	REORGANIZED LATTER DAY SAINTS CHURCH
42	INTERDENOMINATIONAL	83	SEVENTH DAY BAPTIST CHURCH
43	MENNONITE BRETHREN CHURCH	84	UNITED BRETHREN CHURCH
44	MORAVIAN CHURCH	87	MISSIONARY CHURCH INC (FORMERLY UNITED MISS CHURCH)
45	NORTH AMERICAN BAPTIST	88	UNDENOMINATIONAL
46	AMERICAN LUTHERAN AND LUTHERAN CHURCH IN AMERICA	89	WESLEYAN CHURCH
47	PENTECOSTAL HOLINESS CHURCH	90	YOUNG MEN'S CHRISTIAN ASSOCIATION
48	CHRISTIAN CHURCHES AND CHURCHES OF CHRIST	91	GREEK ORTHODOX
49	REFORMED CHURCH IN AMERICA	92	RUSSIAN ORTHODOX
50	REFORMED EPISCOPAL CHURCH	93	UNITARIAN UNIVERSALIST
51	AFRICAN METHODIST EPISCOPAL	94	Latter Day Saints
52	AMERICAN BAPTIST	95	SEVENTH DAY ADVENTISTS
53	AMERICAN LUTHERAN	96	CHURCH OF GOD OF PROPHECY
54	BAPTIST	97	
55	CHRISTIAN METHODIST EPISCOPAL	98	
56	CHURCH OF CHRIST (SCIENTIST)	99	OTHER

COMMON TABLES FOR VALUES & RANGES OF DATA ELEMENTS IN HEGIS DATA FILES. DATA NAMES & MNEMONICS CORRESPOND TO LIKE NAMES ON INDIVIDUAL DATA SET DESCRIPTIONS.

TABLE 6 - MANPOWER MANUAL DEFINITION CODES USED IN HEGIS I THROUGH HEGIS XI (SEE TABLE 6.1 FOR CODES USED IN HEGIS XII & FORWARD)

CODE	TITLE	CODE	TITLE
01	PRESIDENT (CHIEF EXECUTIVE OFFICER)	51	DIRECTOR SPONSORED RESEARCH ADMINISTRATION
02	CHIEF ACADEMIC OFFICER	52	DIRECTOR STUDENT COUNSELING
03	CHIEF BUSINESS OFFICER	53	DIRECTOR STUDENT FINANCIAL AID
04	CHIEF DEVELOPMENT OFFICER	56	DIRECTOR STUDENT PLACEMENT
05	CHIEF LIBRARIAN	58	ASSISTANT TO THE PRESIDENT
06	CHIEF PLANNING OFFICER	61	REGISTRAR
07	CHIEF PUBLIC RELATIONS OFFICER	70	DEAN/DIR THEOLOGY
08	CHIEF STUDENT LIFE OFFICER	00	MISCELLANEOUS (NOT TABULATED IN DIRECTORY TABLES)
09	DEAN OF MEN		
10	DEAN OF WOMEN		
11	DEAN/DIR AGRICULTURE		
12	DEAN/DIR ARCHITECTURE		
13	DEAN/DIR ARTS AND SCIENCES		
14	DEAN/DIR BUSINESS		
15	DEAN/DIR CONTINUING EDUCATION		
16	DEAN/DIR DENTISTRY	41	DIRECTOR OF ATHLETICS
17	DEAN/DIR EDUCATION	42	DIRECTOR BUDGET
18	DEAN/DIR ENGINEERING	43	DIRECTOR COMMUNITY SERVICES
19	DEAN/DIR EVENING DIVISION	45	DIRECTOR FOOD SERVICES
20	DEAN/DIR EXTENSION	48	DIRECTOR/PRINCIPAL LABORATORY SCHOOL
21	DEAN/DIR FINE ARTS	50	DIRECTOR PHYSICAL PLANT
22	DEAN/DIR GRADUATE PROGRAMS	54	DIRECTOR STUDENT HEALTH
23	DEAN/DIR HOME ECONOMICS	55	DIRECTOR OF STUDENT HOUSING
24	DEAN/DIR JOURNALISM	57	DIRECTOR STUDENT UNION
25	DEAN/DIR LAW	59	BOOKSTORE MANAGER
26	DEAN/DIR LIBRARY SCIENCE	60	COMPTROLLER
27	DEAN/DIR MEDICINE	61	HEAD BASKETBALL COACH
28	DEAN/DIR MUSIC	62	HEAD FOOTBALL COACH
29	DEAN/DIR NATURAL RESOURCES	63	PURCHASING AGENT
30	DEAN/DIR NURSING	65	STAFF LEGAL COUNSEL
31	DEAN/DIR PHARMACY		
32	DEAN/DIR PHYSICAL EDUCATION		
33	DEAN/DIR PUBLIC HEALTH		
34	DEAN/DIR SOCIAL WORK		
35	DEAN/DIR SPECIAL SESSION		
36	DEAN/DIR TECHNOLOGY		
37	DEAN/DIR VETERINARY MEDICINE		
38	DEAN/DIR VOCATIONAL EDUCATION		
39	DIRECTOR ADMISSIONS		
40	DIRECTOR ALUMNI ASSOCIATIONS		
44	DIRECTOR COMPUTER CENTER		
46	DIRECTOR INFORMATION OFFICE		
47	DIRECTOR INSTITUTIONAL STUDIES		
49	DIRECTOR PERSONNEL SERVICES		

THE FOLLOWING MANPOWER MANUAL DEFINITIONS WILL NOT BE USED IN THE HIGHER EDUCATION DIRECTORY.

SOURCE: A MANUAL FOR MANPOWER ACCOUNTING IN HIGHER EDUCATION, CHAPTER 4

COMMON TABLES FOR VALUES & RANGES OF DATA ELEMENTS IN HEGIS DATA FILES. DATA NAMES & MNEMONICS CORRESPOND TO LIKE NAMES ON INDIVIDUAL DATA SET DESCRIPTIONS.

TABLE 5.1 MANPOWER MANUAL DEFINITION CODES USED IN HEGIS XII AND FORWARD

CODES		TITLE	CODES		TITLE
XIII	XI		XIII	XI	
01	01	CHIEF EXECUTIVE OFFICER (PRESIDENT/CHANCELLOR)	*41	41	DIRECTOR ATHLETICS
02		CHIEF EXECUTIVE OFFICER WITHIN A SYSTEM	*42	61	HEAD BASKETBALL COACH
03		EXECUTIVE VICE PRESIDENT	*43	62	HEAD FOOTBALL COACH
04	68	ASSISTANT TO THE PRESIDENT	*44	54	DIRECTOR - MEDICAL SERVICES
05	02	CHIEF ACADEMIC OFFICER	45	06	CHIEF PLANNING OFFICER
06	64	REGISTRAR	*46	66	STAFF LEGAL COUNSEL
07	39	DIRECTOR, ADMISSIONS	47	11	DEAN/DIR AGRICULTURE
08	05	HEAD LIBRARIAN	48	12	DEAN/DIR ARCHITECTURE
09	47	DIRECTOR - INSTITUTIONAL RESEARCH	49	13	DEAN/DIR ARTS AND SCIENCES
10	03	CHIEF BUSINESS OFFICER	50	14	DEAN/DIR BUSINESS
*11	60	COMPTROLLER	51	15	DEAN/DIR CONTINUING EDUCATION
*12		BURSAR	52	16	DEAN/DIR DENTISTRY
13		DIRECTOR - INFORMATION SYSTEMS	53	17	DEAN/DIR EDUCATION
14	44	DIRECTOR - COMPUTER CENTER	54	18	DEAN/DIR ENGINEERING
15	49	DIRECTOR - PERSONNEL SERVICES	55	19	DEAN/DIR EVENING DIVISION
*16		DIRECTOR - LABOR RELATIONS	56	20	DEAN/DIR EXTENSION
*17		AFFIRMATIVE ACTION/EQUAL EMPLOYMENT OFFICER	57	21	DEAN/DIR FINE ARTS
*18	50	DIRECTOR - PHYSICAL PLANT	58	22	DEAN/DIR GRADUATE PROGRAMS
*19		DIRECTOR OF SECURITY	59	23	DEAN/DIR HOME ECONOMICS
*20		DIRECTOR OF SAFETY	60	24	DEAN/DIR JOURNALISM
*21	63	PURCHASING AGENT	61	25	DEAN/DIR LAW
*22	45	DIRECTOR - FOOD SERVICES	62	26	DEAN/DIR LIBRARY SCIENCE
*23	59	MANAGER - BOOKSTORE	63	27	DEAN/DIR MEDICINE
*24	42	CHIEF BUDGETING OFFICER	64	28	DEAN/DIR MUSIC
25	51	CONTRACT ADMINISTRATOR	65	29	DEAN/DIR NATURAL RESOURCES
26	07	CHIEF PUBLIC RELATIONS OFFICER	66	30	DEAN/DIR NURSING
27	46	DIRECTOR - INFORMATION OFFICE	67	31	DEAN/DIR PHARMACY
*28		DIRECTOR - PUBLICATIONS	68	32	DEAN/DIR PHYSICAL EDUCATION
29	40	DIRECTOR - ALUMNI RELATIONS	69	33	DEAN/DIR PUBLIC HEALTH
30	04	CHIEF DEVELOPMENT OFFICER	70	34	DEAN/DIR SOCIAL WORK
*31	43	DIRECTOR - COMMUNITY SERVICES	71	35	DEAN/DIR SPECIAL SESSION
32	08	CHIEF STUDENT LIFE OFFICER	72	36	DEAN/DIR TECHNOLOGY
33	09	DEAN OF MEN	73	70	DEAN/DIR THEOLOGY
34	10	DEAN OF WOMEN	74	37	DEAN/DIR VETERINARY MEDICINE
*35	57	DIRECTOR - STUDENT UNION	75	38	DEAN/DIR VOCATIONAL EDUCATION
36	56	DIRECTOR - STUDENT PLACEMENT			
37	53	DIRECTOR - STUDENT FINANCIAL AID			
38	52	DIRECTOR - STUDENT COUNSELING			
*39		RELIGIOUS COUNSELLOR			
*40	55	DIRECTOR - STUDENT HOUSING			

SOURCE - A MANUAL FOR BUDGETING & ACCOUNTING FOR MANPOWER RESOURCES IN POSTSECONDARY EDUCATION (TECHNICAL REPORT NO. 84) BY DENNIS P. JONES, NCHEMS/ WICHE AND THEODORE H. DREWS, NCES. CODES PRECEDED BY AN ASTERISK (*) WILL NOT BE USED IN THE DIRECTORY OF COLLEGS AND UNIVERSITIES.

COMMON TABLES FOR VALUES & RANGES OF DATA ELEMENTS IN ILCIS DATA FILES. DATA NAMES & MNEMONICS CORRESPOND TO LIKE NAMES ON INDIVIDUAL DATA SET DESCRIPTIONS.

TABLE 6 - ONE REGIONS SEE TABLE 1 FOR INDIVIDUAL STATES

- 1 - NEW ENGLAND: CT ME MA NH RI VT
- 2 - MID EAST: DE DC MD NJ NY PA
- 3 - GREAT LAKES: IL IN MI OH WI
- 4 - PLAINS: IA KS MN MO NE ND SD
- 5 - SOUTHEAST: AL AR FL GA KY LA MS NC SC TN VA WV
- 6 - SOUTHWEST: AZ NM OK TX
- 7 - ROCKY MOUNTAINS: CO ID MT UT WY
- 8 - FAR WEST: AK CA HI NV OH WA
- 9 - OUTLYING AREAS: CZ GU PR VI
- 0 - US SERVICE SCHOOLS

TABLE 8 - HIGHEST LEVEL OF OFFERING

- 03 - TWO BUT LESS THAN FOUR YEARS
- 04 - FOUR OR FIVE YEAR BACCALAUREATE
- 05 - FIRST PROFESSIONAL DEGREE
- 06 - MASTER'S
- 07 - BEYOND MASTERS BUT LESS THAN DOCTORATE
- 08 - DOCTORATE
- 09 - UNDERGRADUATE NON DEGREE GRANTING
- 10 - GRADUATE NON DEGREE GRANTING
- 11 - POST DOCTORAL RESEARCH ONLY

TABLE 10 - SEX OF STUDENT BODY

- 1 - MALE
- 2 - FEMALE
- 3 - COED
- 4 - COORDINATE

TABLE 7 - ONE REGIONS SEE TABLE 1 FOR INDIVIDUAL STATES

- 1 - NORTH ATLANTIC: CT DE DC ME MD MA NH NJ NY PA RI VT
- 2 - GREAT LAKES & PLAINS: IL IN IA KS MI MN MO NE ND OH SD WI
- 3 - SOUTHEAST: AL AR FL GA KY LA MS NC SC TN VA WV
- 4 - WEST & SOUTHWEST: AK AZ CA CO HI ID MT NV NM OK OR TX UT WA WY
- 5 - US SERVICE SCHOOLS
- 6 - NOT IN USE
- 7 - OUTLYING AREAS: CZ GU PR VI

TABLE 9 - INSTITUTION TYPE

- 1 - UNIVERSITY (U)
- 2 - OTHER FOUR YEAR (F)
- 3 - TWO YEAR (T)
- 4 - OTHER 4 YEAR BRANCH CAMPUS OF A MULTI CAMPUS UNIVERSITY
- 5 - 2 YEAR BRANCH CAMPUS OF A MULTI CAMPUS UNIVERSITY
- 6 - 2 YEAR BRANCH CAMPUS OF OTHER 4 YEAR MULTI CAMPUS INST
- 7 - NONE OF THE ABOVE. VALID FOR REGIS X FORWARD & USED ON SUMMARY & OFFICE RECORDS ONLY.

METHODS OF SUMMARIZING INSTITUTIONS WITHIN NCES REPORTS.

OLD	NEW
U - 1 + 4 + 5	U - 1
F - 2 + 6	F - 2 + 4
T - 3	T - 3 + 6 + 6

COMMON TABLE FOR VALUES & RANGES OF DATA ELEMENTS IN HEGIS DATA FILES. DATA NAMES & MNEMONICS CORRESPOND TO LIKE NAMES ON INDIVIDUAL DATA SET DESCRIPTIONS.

TABLE 11 RECLASSIFICATION CODES - VALID FOR HEGIS XI ONLY
SEQ CODE DESCRIPTION OF INSTITUTION

4 YEAR		
1	DE	COMPLEX PROGRAM, DOCTORAL EMPHASIS
2	RG	COMPLEX PROGRAM, A RANGE OF POST BACCALAUREATE EMPHASIS
3	CP	COMPLEX AND PROFESSIONAL PROGRAM
4	PO	CHIEFLY POST BACCALAUREATE PROGRAM
5	VS	VARIED PROGRAM, SOME POST BACCALAUREATE
6	UB	UNDERGRADUATE BACCALAUREATE PROGRAM
2 YEAR		
7	TA	2-YEAR PROGRAM, ACADEMIC EMPHASIS
8	IV	2-YEAR PROGRAM, VOCATIONAL EMPHASIS
9	TM	2-YEAR PROGRAM, MIXED EMPHASIS
0	NONE	NONE ASSIGNED

TABLE 11A METHOD OF DETERMINING RECLASSIFICATION CODES. BASED ON AVAILABILITY OF EARNED DEGREES DATA.
THIS CODING STRUCTURE BEGINS WITH HEGIS XII.

- F - FINAL, MECHANICAL, SUFFICIENT DATA AVAILABLE TO MAKE MECHANICAL DETERMINATION. CHANGEABLE MECHANICALLY WHEN CONDITIONS WARRANT.
- M - FINAL, MANUAL, DETERMINED MANUALLY & CONSIDERED FINAL. CHANGEABLE TO 'F' WHEN SUFFICIENT DATA IS AVAILABLE.
- P - PROVISIONAL, MANUAL, TOTALLY CHANGEABLE. DETERMINED MANUALLY ON A PROVISIONAL BASIS PENDING ACCUMULATION OF SUFFICIENT DATA TO MAKE A MECHANICAL DETERMINATION.
- C - PROVISIONAL, MANUAL, CONDITIONALLY CHANGEABLE. DETERMINED MANUALLY ON A PROVISIONAL BASIS. PENDING ACCUMULATION OF SUFFICIENT DATA TO MAKE MECHANICAL DETERMINATION, BUT ONLY IF MECHANICAL DETERMINATION IS - OR > THAT DETERMINED MANUALLY (SEQUENCE CODE). DESIGNED FOR INSTITUTIONS WHICH HAVE 'UPGRADED', I.E., 2 YEAR TO 4 YEAR, AND FOR WHICH SUFFICIENT HIGHER DEGREE DATA WILL NOT ACCUMULATE FOR SEVERAL YEARS.

TABLE 12 ENROLLMENT CODE RANGES

0	00000	00000 (NO ENROLLMENT)
1	00001	00199
2	00200	00499
3	00500	00999
4	01000	02499
5	02500	04999
6	05000	09999
7	10000	19999
8	20000	AND OVER

TABLE 14 CITY SIZE (SMSA)

0	NOT IDENTIFIED
1	OUTSIDE ANY SMSA
2	ANYWHERE WITHIN AN SMSA OF LESS THAN 250,000
3	ANYWHERE WITHIN AN SMSA OF 250,000 - 499,999
4	ANYWHERE WITHIN AN SMSA OF 500,000 - 999,999
5	IN SMSA OF 1,000,000 - 1,999,999 OUTSIDE CENTER CITY
6	IN SMSA OF 1,000,000 - 1,999,999 WITHIN CENTER CITY
7	IN SMSA OR SCSA OF 2,000,000 OR MORE OUTSIDE CENTER CITY
8	IN SMSA OR SCSA OF 2,000,000 OR MORE WITHIN CENTER CITY

TABLE 13 ADMISSION REQUIREMENTS

1	ONLY THE ABILITY TO PROFIT FROM ATTENDANCE
2	HIGH SCHOOL GRADUATION OR RECOGNIZED EQUIVALENT
3	HIGH SCHOOL GRADUATION PLUS AN INDICATION OF SUPERIOR ACADEMIC APPTITUDE (CLASS STANDING, GRADES, CURRICULUM, PARTICULAR SCHOOL, TEST SCORES, ETC)
4	TWO YEAR COLLEGE GRADUATION
5	FOUR YEAR COLLEGE GRADUATION
6	OTHER

(Refer to "Standard Metropolitan Statistical Areas, 1975".)

COMMON TABLES FOR VALUES & RANGES OF DATA ELEMENTS IN REGIS DATA FILES. DATA NAMES & MNEMONICS CORRESPOND TO LIKE NAMES ON INDIVIDUAL DATA SET DESCRIPTIONS.

TABLE 15 UPDATING TRANSACTION CODES

I OR IANK	INSERT NEW RECORD INTO THE FILE. AN ERROR CONDITION WILL BE FLAGGED IF THE FILE ALREADY HAS AN IDENTICALLY KEYED RECORD. FOR THE INITIAL RECORD FOR AN INSTITUTION IN THE INST CHAR FILE IT MUST BE A 100 TYPE RECORD WITH TRANS I.
D OR L	DELETE AN ENTIRE RECORD FROM THE FILE (NOT AN ENTIRE INSTITUTION) AN ERROR CONDITION WILL BE FLAGGED IF THE RECORD IS NOT ON THE FILE.
F	DELETE ALL THE RECORDS FOR AN ENTIRE INSTITUTION. FOR THE INST CHAR FILE THIS WILL BE ACCEPTED ONLY FOR A RECORD TYPE 100. FOR THE SURVEY FILES, THE RECORD ID IS IMMATERIAL.
P	DELETE A PART OR ENTIRE SECTION OF A SURVEY FILE AS DETERMINED BY THE PART CODE (NOT APPLICABLE TO INST CHAR). THE REMAINDER OF THE RECORD ID IS IMMATERIAL.
C OR M	DATA UPDATE TO EXISTING RECORD. ONLY DATA FIELDS CONTAINING SIGNIFICANT DATA WILL BE UPDATED ONTO THE FILE. BLANK FIELDS ON THE INPUT TRANSACTION WILL BE BYPASSED.
NOTE	MULTIPLE UPDATE CODES FOR IDENTICAL ACTIONS PERMIT A SEQUENCING OF TRANSACTIONS IN THOSE INSTANCES WHERE MULTIPLE UPDATES TO A RECORD MAY BE PRESENT, I.E., WITH MULTIPLE INPUT CYCLES BEING PROCESSED IN THE SAME RUN AND SUCCESSFUL PROCESSING IS DEPENDENT UPON TAKING CERTAIN ACTIONS IN REQUIRED SEQUENCE. FOR EXAMPLE, IF AN EXISTING C TYPE UPDATE TRANSACTION HAS BEEN DETERMINED TO BE IN ERROR PRIOR TO PROCESSING, A CORRECTED M TYPE TRANSACTION CAN BE PROCESSED IN THE SAME RUN AND WILL BE THE LATER PROCESSED TRANSACTION.

TABLE 16 RACIAL/ETHNIC CODES

BASED ON DATA REPORTED IN OFE XI SURVEY, THIS CODE WILL BE RECALCULATED AND UPDATED WITH RECEIPT OF EACH BI ANNUAL SURVEY CONTAINING RACIAL/ETHNIC DATA.

CODE	DESCRIPTION
PREDOMINANT GROUP IS 50% OR GREATER OF TOTAL ENROLLMENT	
1	BLACK NON HISPANIC
2	AMERICAN INDIAN OR ALASKAN NATIVE
3	ASIAN OR PACIFIC ISLANDER
4	HISPANIC
5	WHITE NON HISPANIC (OTHER)
6	NON RESIDENT ALIEN
7	SYSTEM AND CENTRAL OFFICES
PREDOMINANT GROUP IS LARGEST SINGLE GROUP BUT LESS THAN 50% OF TOTAL ENROLLMENT	
A	BLACK NON HISPANIC
B	AMERICAN INDIAN OR ALASKAN NATIVE
C	ASIAN OR PACIFIC ISLANDER
D	HISPANIC
F	WHITE NON HISPANIC (OTHER)
F	NON RESIDENT ALIEN
9	NOT CLASSIFIED NEW INSTITUTION FOR WHICH DATA IS NOT YET AVAILABLE
Z	NOT CLASSIFIED INSTITUTION DID NOT FURNISH DATA

COMMON TABLES FOR VALUES & RANGES OF DATA ELEMENTS IN HEGIS DATA FILES. DATA NAMES & MNEMONICS CORRESPOND TO LIKE NAMES ON INDIVIDUAL DATA SET DESCRIPTIONS.

TABLE 6 - CBE REGIONS SEE TABLE 1 FOR INDIVIDUAL STATES

- 1 - NEW ENGLAND: CT ME MA NH RI VT
- 2 - MID EAST: DE DC MD NJ NY PA
- 3 - GREAT LAKES: IL IN MI OH WI
- 4 - PLAINS: IA KS MN MO NE ND SD
- 5 - SOUTHEAST: AL AR FL GA KY LA MS NC SC TN VA WV
- 6 - SOUTHWEST: AZ NM OK TX
- 7 - ROCKY MOUNTAINS: CO ID MT UT WY
- 8 - FAR WEST: AK CA HI NV OR WA
- 9 - OUTLYING AREAS: AQ GU CM PR TO VI
- 0 - US SERVICE SCHOOLS

TABLE 7 - OE REGIONS SEE TABLE 1 FOR INDIVIDUAL STATES

- 1 - NORTH ATLANTIC: CT DE DC ME MD MA NH NJ NY PA RI VT
- 2 - GREAT LAKES & PLAINS: IL IN IA KS MI MN MO NE ND OH
SD WI
- 3 - SOUTHEAST: AL AR FL GA KY LA MS NC SC TN VA WV
- 4 - WEST & SOUTHWEST: AK AZ CA CO HI ID MT NV NM OK OR
TX UT WA WY
- 5 - US SERVICE SCHOOLS
- 6 - NOT IN USE
- 7 - OUTLYING AREAS: AQ GU CM PR TO VI

TABLE 8 - HIGHEST LEVEL OF OFFERING

- 02 - LESS THAN 1 YEAR
- 03 - ONE BUT LESS THAN FOUR YEARS
- 04 - FOUR OR FIVE YEAR BACCALAUREATE
- 05 - FIRST-PROFESSIONAL DEGREE
- 06 - MASTER'S
- 07 - BEYOND MASTER'S BUT LESS THAN DOCTORATE
- 08 - DOCTORATE
- 09 - UNDERGRADUATE NON-DEGREE GRANTING
- 10 - GRADUATE NON-DEGREE GRANTING
- 11 - POSTDOCTORAL RESEARCH ONLY

TABLE 9 - INSTITUTION TYPE

- 1 - UNIVERSITY (U) (MUST OFFER AT LEAST TWO FIRST PROFESSIONAL PROGRAMS)
- 2 - OTHER FOUR YEAR (F)
- 3 - TWO YEAR (T)
- 4 - OTHER 4-YEAR BRANCH CAMPUS OF A MULTI-CAMPUS UNIVERSITY
- 5 - 2-YEAR BRANCH CAMPUS OF A MULTI-CAMPUS UNIVERSITY
- 6 - 2-YEAR BRANCH CAMPUS OF OTHER 4-YEAR MULTI-CAMPUS INST
- 7 - NONE OF THE ABOVE. VALID FOR HEGIS X FORWARD & USED ON SUMMARY & OFFICE RECORDS ONLY.

METHODS OF SUMMARIZING INSTITUTIONS WITHIN NCES REPORTS.

	STANDARD
U	= 1
F	= 2 + 4
T	= 3 + 5 + 6

TABLE 10 - SEX OF STUDENT BODY

- 1 - MALE
- 2 - FEMALE
- 3 - COED
- 4 - COORDINATE

COMMON TABLES FOR VALUES & RANGES OF DATA ELEMENTS IN HEGIS DATA FILES. DATA NAMES & MNEMONICS CORRESPOND TO LIKE NAMES ON INDIVIDUAL DATA SET DESCRIPTIONS.

TABLE 11 - CLASSIFICATION CODES - VALID FOR HEGIS XI ONLY
SEQ CODE DESCRIPTION OF INSTITUTION

4-YEAR

1	DE	COMPLEX PROGRAM, DOCTORAL EMPHASIS
2	RG	COMPLEX PROGRAM, A RANGE OF POST BACCALAUREATE EMPHASIS
3	CP	COMPLEX AND PROFESSIONAL PROGRAM
4	PO	CHIEFLY POST-BACCALAUREATE PROGRAM
5	VS	VARIED PROGRAM, SOME POST-BACCALAUREATE
6	UB	UNDERGRADUATE BACCALAUREATE PROGRAM

2-YEAR

7	TA	2-YEAR PROGRAM, ACADEMIC EMPHASIS
8	TV	2-YEAR PROGRAM, VOCATIONAL EMPHASIS
9	TM	2-YEAR PROGRAM, MIXED EMPHASIS
0	NONE	NONE ASSIGNED

TABLE 11-A METHOD OF DETERMINING CLASSIFICATION CODES. BASED ON AVAILABILITY OF EARNED DEGREES DATA.
THIS CODING STRUCTURE WAS USED FOR HEGIS XII THROUGH HEGIS XV ONLY.

- F - FINAL, MECHANICAL, SUFFICIENT DATA AVAILABLE TO MAKE MECHANICAL DETERMINATION. CHANGEABLE MECHANICALLY WHEN CONDITIONS WARRANT.
- M - FINAL, MANUAL, DETERMINED MANUALLY & CONSIDERED FINAL. CHANGEABLE TO 'F' WHEN SUFFICIENT DATA ARE AVAILABLE.
- P - PROVISIONAL, MANUAL, TOTALLY CHANGEABLE. DETERMINED MANUALLY ON A PROVISIONAL BASIS PENDING ACCUMULATION OF SUFFICIENT DATA TO MAKE A MECHANICAL DETERMINATION.
- C - PROVISIONAL, MANUAL CONDITIONALLY CHANGEABLE, DETERMINED MANUALLY ON A PROVISIONAL BASIS. PENDING ACCUMULATION OF SUFFICIENT DATA TO MAKE MECHANICAL DETERMINATION, BUT ONLY IF MECHANICAL DETERMINATION IS = OR > THAT DETERMINED MANUALLY (SEQUENCE CODE). DESIGNED FOR INSTITUTIONS WHICH HAVE 'UPGRADED', I.E., 2 YEAR TO 4 YEAR, AND FOR WHICH SUFFICIENT HIGHER DEGREE DATA WILL NOT ACCUMULATE FOR SEVERAL YEARS.

TABLE 12 - ENROLLMENT CODE RANGES

0	- 00000 - 00000 (NO ENROLLMENT)
1	- 00001 - 00199
2	- 00200 - 00499
3	- 00500 - 00999
4	- 01000 - 02499
5	- 02500 - 04999
6	- 05000 - 09999
7	- 10000 - 19999
8	- 20000 - AND OVER

TABLE 13 - ADMISSION REQUIREMENTS

1	- ONLY THE ABILITY TO PROFIT FROM ATTENDANCE
2	- HIGH SCHOOL GRADUATION OR RECOGNIZED EQUIVALENT
3	- HIGH SCHOOL GRADUATION PLUS AN INDICATION OF SUPERIOR ACADEMIC APTITUDE (CLASS STANDING, GRADES, CURRICULUM, PARTICULAR SCHOOL, TEST SCORES, ETC.)
4	- TWO YEAR COLLEGE COMPLETION
5	- FOUR YEAR COLLEGE COMPLETION
6	- OTHER: ANY ADMISSION LESS THAN 2 YEAR COLLEGE COMPLETION
7	- OTHER: REQUIRES 2 YEARS COLLEGE COMPLETION BUT LESS THAN 4 YEARS
8	- OTHER: REQUIRES 4 YEARS OR MORE

COMMON TABLES FOR VALUES & RANGES OF DATA ELEMENTS IN HEGIS DATA FILES. DATA NAMES & MNEMONICS CORRESPOND TO LIKE NAMES ON INDIVIDUAL DATA SET DESCRIPTIONS.

TABLE 14 - CITY SIZE

(REFER TO THE "STATISTICAL ABSTRACT OF THE UNITED STATES, 1982 EDITION")

- 0 - NOT IDENTIFIED
- 1 - OUTSIDE ANY SMA¹
- 2 - ANYWHERE WITHIN AN SMA OF LESS THAN 250,000
- 3 - ANYWHERE WITHIN AN SMA OF 250,000 - 499,999
- 4 - ANYWHERE WITHIN AN SMA OF 500,000 - 999,999
- 5 - IN SMA OF 1,000,000 - 1,999,999 OUTSIDE CENTER CITY
- 6 - IN SMA OF 1,000,000 - 1,999,999 WITHIN CENTER CITY
- 7 - IN SMA OR SCSA¹ OF 2,000,000 OR MORE OUTSIDE CENTER CITY
- 8 - IN SMA OR SCSA OF 2,000,000 OR MORE WITHIN CENTER CITY

¹SMA: STANDARD METROPOLITAN AREAS

SCSA: STANDARD CONSOLIDATED STATISTICAL AREAS

TABLE 15 - UPDATING TRANSACTION CODES

- BLANK OR I - INSERT NEW RECORD INTO THE FILE, AN ERROR CONDITION WILL BE FLAGGED IF THE FILE ALREADY HAS AN IDENTICALLY KEYED RECORD. FOR THE INITIAL RECORD FOR AN INSTITUTION IN THE INST CHAR FILE IT MUST BE A 100 TYPE RECORD WITH TRANS I.
- L OR D - DELETE AN ENTIRE RECORD FROM THE FILE (NOT AN ENTIRE INSTITUTION) AN ERROR CONDITION WILL BE FLAGGED IF THE RECORD IS NOT ON THE FILE.
- F - DELETE ALL THE RECORDS FOR AN ENTIRE INSTITUTION. FOR THE INST CHAR FILE THIS WILL BE ACCEPTED ONLY FOR A RECORD TYPE 100. FOR THE SURVEY FILES, THE RECORD ID IS IMMATERIAL.
- P - DELETE A PART OR ENTIRE SECTION OF A SURVEY FILE AS DETERMINED BY THE PART CODE (NOT APPLICABLE TO INST CHAR). THE REMAINDER OF THE RECORD ID IS IMMATERIAL.
- M OR C - DATA UPDATE TO EXISTING RECORD. ONLY DATA FIELDS CONTAINING SIGNIFICANT DATA WILL BE UPDATED ONTO THE FILE. BLANK FIELDS ON THE INPUT TRANSACTION WILL BE BYPASSED.
- NOTE - MULTIPLE UPDATE CODES FOR IDENTICAL ACTIONS PERMIT A SEQUENCING OF TRANSACTIONS IN THOSE INSTANCES WHERE MULTIPLE UPDATES TO A RECORD MAY BE PRESENT, I.E., WITH MULTIPLE INPUT CYCLES BEING PROCESSED IN THE SAME RUN AND SUCCESSFUL PROCESSING IS DEPENDENT UPON TAKING CERTAIN ACTIONS IN REQUIRED SEQUENCE. FOR EXAMPLE, IF AN EXISTING C TYPE UPDATE TRANSACTION HAS BEEN DETERMINED TO BE IN ERROR PRIOR TO PROCESSING, A CORRECTED M TYPE TRANSACTION CAN BE PROCESSED IN THE SAME RUN AND WILL BE THE LATER PROCESSED TRANSACTION.

COMMON TABLES FOR VALUES & RANGES OF DATA ELEMENTS IN HEGIS DATA FILES. DATA NAMES & MNEMONICS CORRESPOND TO LIKE NAMES ON INDIVIDUAL DATA SET DESCRIPTIONS.

TABLE 16 - RACIAL/ETHNIC CODES

BASED ON DATA REPORTED IN OFE XI SURVEY, THIS CODE WILL BE RECALCULATED AND UPDATED WITH RECEIPT OF EACH BI-ANNUAL SURVEY CONTAINING RACIAL/ETHNIC DATA.

CODE DESCRIPTION

PREDOMINANT GROUP IS 50% OR GREATER OF TOTAL ENROLLMENT

- 1 BLACK NON-HISPANIC
- 2 AMERICAN INDIAN OR ALASKAN NATIVE
- 3 ASIAN OR PACIFIC ISLANDER
- 4 HISPANIC
- 5 WHITE NON-HISPANIC (OTHER)
- 6 NON-RESIDENT ALIEN
- 7 SYSTEM AND CENTRAL OFFICES

PREDOMINANT GROUP IS LARGEST SINGLE GROUP BUT LESS THAN 50% OF TOTAL ENROLLMENT

- A BLACK NON-HISPANIC
- B AMERICAN INDIAN OR ALASKAN NATIVE
- C ASIAN OR PACIFIC ISLANDER
- D HISPANIC
- E WHITE NON-HISPANIC (OTHER)
- F NON-RESIDENT ALIEN

9 NOT CLASSIFIED - NEW INSTITUTION FOR WHICH DATA IS NOT YET AVAILABLE

Z NOT CLASSIFIED - INSTITUTION DID NOT FURNISH DATA

TABLE 20 - EXPANDED CONTROL CODES

- 0 - NOT SPECIFIED
- 1 - PUBLICLY CONTROLLED
- 2 - PRIVATELY CONTROLLED
- 3 - RELIGIOUS AFFILIATION

TABLE 21 - COORDINATOR CODES

- 1 - COORDINATOR RECEIVES 4 COPIES OF EACH FORM
- 2 - COORDINATOR RECEIVES 5 COPIES OF EACH FORM
- 3 - SECOND COORDINATOR IN THIS STATE
- 4 - FOR HEGIS XVI AND AFTER: NEW YORK, NEW JER FORMS WITHOUT LABELS ATTACHED
- 8 - NO DIRECT COORDINATION, BUT FORM REQUIRES STATE-PROVIDED STAMP
- 9 - NO COORDINATOR

TABLE 22 - SURVEY CODES

- A - IC SURVEY
- B - ED SURVEY
- C - FE SURVEY
- D - LIB. SURVEY
- E - SAL. SURVEY
- F - FIN. SURVEY
- G - R&M SURVEY
- H - ADED SURVEY
- I - BSC SURVEY

TABLE 17 - LAND GRANT

- 0 - NON-LAND GRANT INSTITUTION
- 1 - LAND GRANT INSTITUTION
- 2 - MEMBER OF NASULGC (NATIONAL ASSOCIATION OF STATE UNIVERSITIES AND LAND GRANT COLLEGES)

TABLE 18 - CALENDAR SYSTEM

- 1 - SEMESTER
- 2 - QUARTER
- 3 - TRIMESTER
- 4 - 4/1/4
- 5 - OTHER

TABLE 19 - INSTITUTION CONTROL CODES

- 0 - COMBINATION PUBLIC AND PRIVATE
- 1 - PUBLIC ONLY
- 2 - PRIVATE ONLY

COMMON TABLES FOR VALUES & RANGES OF DATA ELEMENTS IN HEGIS DATA FILES. DATA NAMES & MNEMONICS CORRESPOND TO LIKE NAMES ON INDIVIDUAL DATA SET DESCRIPTIONS.

TABLE 23 - NCES CODES

A01 - DOCTORAL-LEVEL INSTITUTIONS WITHOUT MEDICAL SCHOOL
 A02 - DOCTORAL-LEVEL INSTITUTIONS WITH MEDICAL SCHOOL
 B01 - COMPREHENSIVE INSTITUTIONS WITHOUT MEDICAL SCHOOL
 B02 - COMPREHENSIVE INSTITUTIONS WITH MEDICAL SCHOOL
 C01 - GENERAL BACCALAUREATE INSTITUTIONS
 D01 - SPECIALIZED/SCHOOL OF PHILOSOPHY, RELIGION AND THEOLOGY
 D02 - SPECIALIZED/MEDICAL SCHOOLS
 D03 - SPECIALIZED/OTHER HEALTH INSTITUTIONS
 D04 - SPECIALIZED/ENGINEERING SCHOOLS
 D05 - SPECIALIZED/BUSINESS SCHOOLS
 D06 - SPECIALIZED/VISUAL AND PERFORMING ARTS SCHOOLS
 D07 - SPECIALIZED/LAW SCHOOLS
 D08 - SPECIALIZED/EDUCATION SCHOOLS
 D09 - U.S. SERVICE SCHOOLS
 D10 - OTHER SPECIALIZED SCHOOLS
 D11 - BACHELOR'S OR HIGHER INSTITUTIONS NEWLY ADMITTED TO HEGIS
 D12 - SPECIALIZED/NON-DEGREE GRANTING INSTITUTIONS
 E01 - MULTIPROGRAM TWO-YEAR INSTITUTIONS
 E04 - SINGLE PROGRAM TWO-YEAR INSTITUTIONS
 E05 - TWO-YEAR INSTITUTIONS NEWLY ADMITTED TO HEGIS

ALTERNATIVE

DOC = A01 + A02
 COMP = B01 + B02
 GEN = C01
 SPEC = D01 through D10 + D12
 TWO = E01 and E04
 NEW = D11 and E05

DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE
EDUCATION DIVISION
WASHINGTON, D.C. 20202

HIGHER EDUCATION GENERAL INFORMATION SURVEY AND
LIBRARY GENERAL INFORMATION SURVEY
COLLEGE AND UNIVERSITY LIBRARIES – FALL 1979

**PLEASE
READ
INSTRUC-
TIONS
BEFORE
COMPLET-
ING
THIS FORM.**

FORM APPROVED
FEDAC NO. S 16
APPROVAL EXPIRES 4/80

1. INSTITUTION CODE NUM-
BER (FICE)

2. DUE DATE

Not later than October 15,
1979

Each item on this page should be completed by all institutions. Please return the completed form either directly to Department of Health, Education, and Welfare, Education Division, National Center for Education Statistics, ATTENTION: Room 3147-LIBGIS, 400 Maryland Avenue, SW, Washington, D.C. 20202, or to the HEGIS coordinator, if there is a HEGIS coordinator in your State.

3. NAME AND MAILING ADDRESS OF INSTITUTION OR CAMPUS COVERED BY THIS REPORT (include city, State, and ZIP code) (Health Science Libraries should also add the name of their library)

4. NAME AND TITLE OF RESPONDENT

5. TELEPHONE NUMBER OF RESPONDENT
(area code, local number, and extension)

6. PLEASE NOTE THAT EACH INSTITUTION, BRANCH, CAMPUS OR OTHER ENTITY SEPARATELY CERTIFIED BY THE ACCREDITATION AND INSTITUTIONAL ELIGIBILITY UNIT OF THE U.S. OFFICE OF EDUCATION, WITH IT'S OWN FICE CODE, AND LISTED SEPARATELY IN THE EDUCATION DIRECTORY – POSTSECONDARY, SHOULD BE REPORTED ON A SEPARATE SURVEY FORM AND NOT INCLUDED OR COMBINED WITH ANY OTHER SUCH CERTIFIED UNIT. CERTIFIED UNITS HAVING SEPARATELY ORGANIZED HEALTH SCIENCE LIBRARIES (see LIBRARIES UNITS COVERED in the instructions) ARE REQUESTED TO SUBMIT A SEPARATE REPORT FOR EACH HEALTH SCIENCE LIBRARY, AS WELL AS A COMPOSITE REPORT OF ALL OTHER LIBRARY COMPONENTS IN THE CERTIFIED UNIT. IF ANY LIBRARY COMPONENTS HAVE BEEN EXCLUDED FROM THE REPORT, PLEASE LIST THEM BELOW.

NAME OF LIBRARY UNIT NOT INCLUDED ON THIS REPORT	ADDRESS (city, State, and ZIP code)

7. IF THE EDUCATIONAL ORGANIZATION OR ENTITY COVERED BY THIS SURVEY REPORT IS PART OF A MULTI-CAMPUS INSTITUTION OR PART OF A SYSTEM OF INSTITUTIONS, PLEASE ENTER THE NAME OF THE INSTITUTION OR SYSTEM BELOW.
IF NOT APPLICABLE, CHECK HERE

DEFINITIONS

MULTI-CAMPUS INSTITUTION. An organization bearing a resemblance to an institutional system, but unequivocally designated as a single institution with either of two organizational structures: (1) an institution having two or more campuses responsible to a central administration (which central administration may or may not be located on one of the administratively equal campuses) or (2) an institution having a main campus with one or more branch campuses attached to it.

MAIN CAMPUS. In those institutions comprised of a main campus and one or more branch campuses, the main campus (sometimes called the parent institution) is usually the location of the core, primary, or most comprehensive program. Unless the institution-wide or central administrative office for such institutions is reported to be at a different location, the main campus is also the location of the central administrative office.

BRANCH CAMPUS. A campus of an institution of higher education which is organized on a relatively permanent basis (i.e., has a relatively permanent administration), which offers an organized program or programs of work of at least 2 years (as opposed to courses), and which is located in a community different from that in which its parent institution is located. To be considered in a community different from that of the parent institution, a branch shall be located beyond a reasonable commuting distance from the main campus of the parent institution.

INSTITUTIONAL SYSTEM. A complex of two or more institutions of higher education, each separately organized or independently complete, under the control or supervision of a single administrative body.

This report is authorized by law (20 U.S.C. 1221e-1). While you are not required to respond, your cooperation is needed to make the results of this survey comprehensive, accurate, and timely.

PART I – PERIODICALS, FALL 1979 and LIBRARY COLLECTIONS, 1978-79		INSTITUTION CODE NUMBER (FICE)	
SECTION A – CURRENT PERIODICAL SUBSCRIPTIONS, FALL 1979			
ITEMS	LINE NO.	CORE NO.*	NUMBER OF TITLES (exclude duplicate subscriptions)
CURRENT PERIODICAL SUBSCRIPTIONS	1	C20	

SECTION B – LIBRARY COLLECTION, 1978-79				
CATEGORY	LINE NO.	CORE NO.	ADDED DURING YEAR** (1)	HELD AT END OF YEAR (2)
BOOKSTOCK (include government documents not in separate collections; include bound periodicals; exclude microforms)				
NUMBER OF VOLUMES	2	C16		
NUMBER OF TITLES***	3	C17		
SEPARATE GOVERNMENT DOCUMENTS COLLECTIONS				
NUMBER OF VOLUMES	4			
MICROFORMS – ALL TYPES				
NUMBER OF BOOK TITLES*** REPRESENTED BY MICROFORMS	5	C21		
NUMBER OF PERIODICAL TITLES*** REPRESENTED BY MICROFORMS	6	C22		
NUMBER OF PHYSICAL UNITS OF MICROFORMS NOT REPORTED ON LINES 5 AND 6	7	C23		
AUDIOVISUAL MATERIALS – NUMBER OF TITLES*** (audio recordings, motion pictures, filmstrips, slides, overhead transparencies, videotapes, videodiscs, mixed media (multi-media) kits, etc.; exclude microforms)	8	C24		
ALL OTHER LIBRARY MATERIALS – NUMBER OF TITLES*** (flat pictures, study print sets, maps, charts, games, etc.)	9	C25		

*Core numbers serve to identify items which are identical in all LIBGIS surveys. They are not in sequential order.

**Gross number added; do not subtract the number withdrawn.
***Exclude duplicate copies.

SECTION C – HEALTH SCIENCES COLLECTION

THIS SECTION OF THE FORM IS TO BE COMPLETED ONLY BY SEPARATELY ORGANIZED HEALTH SCIENCE LIBRARIES. Libraries which are separately organized to serve schools of medicine, dentistry, osteopathy, public health, pharmacy, veterinary medicine, nursing, or any combination of these health science fields, are requested by the National Library of Medicine to complete the following four items in addition to the other items on the survey form.

CATEGORY	LINE NO.	CORE NO.	PERCENT (estimated)
PERCENT OF CURRENT PERIODICAL SUBSCRIPTIONS, FALL 1979 (line 1) IN HEALTH SCIENCES	10		%
PERCENT OF TITLES OF BOOKSTOCK HELD AT THE END OF 1978-79 (line 3, column 2) IN HEALTH SCIENCES	11		%
PERCENT OF BOOK TITLES ON MICROFILM HELD AT THE END OF 1978-79 (line 5, column 2) IN HEALTH SCIENCES	12		%

WHAT SYSTEM DOES YOUR LIBRARY USE FOR CLASSIFYING COLLECTIONS IN THE HEALTH SCIENCES?

- a. LIBRARY OF CONGRESS b. DEWEY DECIMAL c. NATIONAL LIBRARY OF MEDICINE
d. OTHER (specify) _____

PART II – LIBRARY STAFF

SECTION A – LIBRARY CONTRIBUTED SERVICES STAFF, FALL 1979

(To be reported only by privately controlled institutions which are affiliated with a religious organization.)

ITEM	LINE NO.	CORE NO.	FULL-TIME EQUIVALENCY (number of full-time staff plus full-time equivalency of part-time staff) (1)	ESTIMATED SALARY EQUIVALENCY (in whole dollars) (2)
CONTRIBUTED SERVICES STAFF IN FILLED POSITIONS, FALL 1979	13			

PART II – LIBRARY STAFF (continued)

INSTITUTION CODE NUMBER
(FICE)

SECTION B – LIBRARY STAFFING AND ANNUAL SALARIES AND WAGES, FALL 1979

Include contributed services staff which were reported on line 13. Exclude maintenance and custodial staff and students paid on an hourly basis. Report annual salaries and wages before deductions and exclusive of fringe benefits.

POSITION <i>(Individual's salaries will not be identified with the names of their institutions in publications or other data releases.)</i>	SEX	LINE NO.	CORE NO.	LIBRARY STAFF			ANNUAL SALARIES AND WAGES	
				FULL-TIME <i>(in whole numbers)</i>	PART-TIME		FULL-TIME <i>(in whole dollars)</i>	PART-TIME <i>(in whole dollars)</i>
					NUMBER OF PERSONS <i>(in whole numbers)</i>	FULL-TIME EQUIVALENCY <i>(in tenths)</i>		
				(1)	(2)	(3)	(4)	(5)
CHIEF, DEPUTY, ASSOCIATE, AND ASSISTANT CHIEF LIBRARIANS	Men	14					\$	\$
	Women	15					\$	\$
ALL OTHER LIBRARIANS	Men	16					\$	\$
	Women	17					\$	\$
OTHER PROFESSIONAL STAFF ON THE LIBRARY BUDGET	Men	18					\$	\$
	Women	19					\$	\$
TECHNICAL AND CLERICAL STAFF ON THE LIBRARY BUDGET	Men	20					\$	\$
	Women	21					\$	\$
TOTAL (sum of lines 14 through 21)		22					\$	\$

SECTION C – NUMBER OF HOURS OF STUDENT ASSISTANCE, 1978-79

ITEM	LINE NO.	CORE NO.	NUMBER OF HOURS
NUMBER OF HOURS OF STUDENT ASSISTANCE BY STUDENTS EMPLOYED ON AN HOURLY BASIS HOURS CHARGED TO LIBRARY BUDGET	23		
HOURS CHARGED TO BUDGETS OTHER THAN THE LIBRARY	24		

PART III – DEVELOPMENTAL AREAS

SECTION A – LIBRARY LOAN TRANSACTIONS, 1978-79 (exclude transactions by dial access)

CATEGORY	LINE NO.	CORE NO.	NUMBER
CIRCULATION OF MATERIALS TO LIBRARY USERS <i>(exclude transactions by dial access)</i>	26	C26	
INTERLIBRARY LOANS—NUMBER OF ITEMS IN ORIGINAL AND REPRODUCED FORMAT PROVIDED TO OTHER LIBRARIES	26	C27	
RECEIVED FROM OTHER LIBRARIES	27	C28	

SECTION B – TRANSACTIONS, 1978-79

TRANSACTION	LINE NO.	CORE NO.	NUMBER OF TRANSACTIONS
TOTAL REFERENCE TRANSACTIONS PER TYPICAL WEEK IN SPRING 1979	28	C34	
TOTAL DIRECTIONAL TRANSACTIONS PER TYPICAL WEEK IN SPRING 1979	29	C35	
TOTAL GROUP TRANSACTIONS IN 1978-79	30		
TOTAL PERSONS PARTICIPATING IN GROUP TRANSACTIONS REPORTED ON LINE 30	31		

PART III – DEVELOPMENTAL AREAS (Continued)	INSTITUTION CODE NUMBER (FICE)
SECTION C – LIBRARY HOURS AND DAYS OPEN PER WEEK, FOR GENERAL USERS, CENTRAL OR OR MAIN LIBRARY ONLY, FALL 1979	

CATEGORY	LINE NO.	CORE NO.	NUMBER
TOTAL HOURS OPEN PER TYPICAL WEEK (<i>whole hours only, omit fractions</i>)	32	C32	
TOTAL DAYS OPEN TWO HOURS OR MORE, PER TYPICAL WEEK (<i>count each day open for two hours or more as one whole day, omit fractions</i>)	33	C33	

PART IV – LIBRARY FINANCES, 1978-79

SECTION A – LIBRARY OPERATING EXPENDITURES, 1978-79

CATEGORY	LINE NO.	CORE NO.	EXPENDITURES (<i>whole dollars only</i>)
SALARIES AND WAGES			
SALARIES AND WAGES OF LIBRARY STAFF (<i>exclude expenditures for contributed services staff, maintenance staff, custodial staff, and for students paid on an hourly basis; also exclude fringe benefits</i>)	34	C5	\$
FRINGE BENEFITS	35	[Pattern]	\$
ESTIMATED SALARY EQUIVALENCY OF CONTRIBUTED SERVICES STAFF OF THE LIBRARY (<i>to be reported only by privately controlled institutions affiliated with a religious organization</i>)	36	[Pattern]	\$
WAGES OF STUDENTS SERVING ON AN HOURLY BASIS, CHARGED TO THE LIBRARY	37	[Pattern]	\$
MATERIALS			
BOOKS (<i>exclude microforms</i>)	38	C6	\$
PERIODICALS (<i>exclude microforms</i>)	39	C7	\$
MICROFORMS	40	C8	\$
AUDIOVISUAL MATERIALS (<i>exclude microforms</i>)	41		\$
ALL OTHER LIBRARY MATERIALS (<i>exclude microforms</i>)	42	C9	\$
BINDING AND REBINDING	43	C11	\$
ALL OTHER LIBRARY OPERATING EXPENDITURES NOT ENTERED IN LINES 34 THROUGH 43 (<i>include travel, rental, leases, insurance, postage and freight, printing, replacement of equipment and furnishings, supplies, and memberships costs; exclude expenditures for utilities, plant operation and maintenance and capital outlay</i>)	44	C14	\$
TOTAL LIBRARY OPERATING EXPENDITURES (sum of lines 34 through 44)	45	C15	\$

SECTION B – LIBRARY RECEIPTS FROM FEDERAL GOVERNMENT GRANTS, 1978-79

ITEM	LINE NO.	CORE NO.	RECEIPTS
TOTAL RECEIPTS FROM FEDERAL GOVERNMENT GRANTS FROM OCTOBER 1, 1978 THROUGH SEPTEMBER 30, 1979	46	[Pattern]	\$

HIGHER EDUCATION GENERAL INFORMATION SURVEY
AND
LIBRARY GENERAL INFORMATION SURVEY
COLLEGE AND UNIVERSITY LIBRARIES, FALL 1979

DEFINITIONS AND INSTRUCTIONS

Please read the following explanations and instructions before completing this form. Detach this portion and mail the completed form either directly to the Department of Health, Education, and Welfare, Education Division, National Center for Education Statistics, ATTENTION: Room 3147-LIBGIS, 400 Maryland Avenue, SW, Washington, D.C. 20202, or to the HEGIS coordinator, if there is a HEGIS coordinator in your State.

In this form, basic data are requested on the collections, staff, expenditures, and developmental areas for college and university libraries. The compilations of these data have proven to be valuable tools for administrators, chief librarians, and others concerned with the improvement of library services to higher education. In addition, specific data are requested for the National Library of Medicine to help them in fulfilling their responsibilities for the development and improvement of a national system of regional medical libraries.

GENERAL INSTRUCTIONS

LIBRARY. For the purpose of this survey, a library is defined as an organized collection of printed, microform, and audiovisual materials which (a) is administered as one or more units, (b) is located in one or more designated places, and (c) makes printed, microform, and audiovisual materials as well as necessary equipment and services of a staff accessible to students and to faculty. Report data on units meeting the above definition of a library which are a part of a learning resources center. Do not report data on instructional or other activities performed by learning resources centers which are not included in the definition of a library.

LIBRARY UNITS COVERED. A report should be submitted by each institution, campus or branch which has been certified by the Accreditation and Institutional Eligibility Unit of the U.S. Office of Education with its identification code and listed separately in the EDUCATION DIRECTORY - POSTSECONDARY. Data on extension center and separately budgeted research center libraries should be included in the report for the campus or branch where these centers are located.

HEALTH SCIENCE LIBRARIES. Separate reports are requested for health science libraries which are separately organized. For purposes of the separate reporting of data from health science libraries, a health science library is one which is separately organized to house collections and to provide services for one or more of the following health science fields: dentistry, medicine, nursing, osteopathy, pharmacy, public health, and/or veterinary medicine. Institutions, campuses or branches having separately organized libraries serving one or more of these health science fields should submit a separate report for each health science library, as well as a composite report which includes all library components. If the institution, campus or branch does not have a separately organized health science library, but health science library services are provided by the general library, a separate report of the health sciences is not requested.

Each report submitted by a separate health science library should indicate the name of the library in item 3, page 1, followed by the name and address of the institution of which it is a part.

TIME PERIOD COVERED. Data are requested for the following time periods:

- (1) Fiscal year 1978-79 - the 12 months period between June 1, 1978 and September 30, 1979 which corresponds to your institution's fiscal year.
- (2) Typical week in the spring and the fall semesters, 1979 - a typical week is one without holidays when the central or main library is open during its regular hours for general use.

- (3) Fall 1979 - the point in time in the fall of 1979 when the survey form is being completed.

NEED FOR ESTIMATES. If an exact figure is not available for a particular item, but the amount is known to be greater than zero, ENTER AN ESTIMATE OF THE AMOUNT. Indicate the fact that the figure is an estimate by parentheses (). Estimates are important if exact data are not available. Items which are left blank will be interpreted as zero or not relevant to your library. Request help from your business office in providing library expenditure and contracted salary and wage data.

INSTITUTION CODE NUMBER. Enter the institution code number at the upper right hand corner of each page, in item captioned "Institution Code Number FICE." This number is given in the upper right corner of the mailing label.

QUESTIONS. If you have questions or need more copies of this form, telephone or write to the survey director, Mr. Richard Beazley, at (202) 245-8638, Learning Resources Branch, National Center for Education Statistics, 400 Maryland Avenue, SW, Washington, D.C. 20202.

SPECIAL INSTRUCTIONS

Part I - Periodicals, Fall 1979 and Library Collection 1978-79

CURRENT PERIODICAL SUBSCRIPTIONS. A periodical is a publication constituting one issue in a continuous series under the same title published at regular or irregular intervals, over an indefinite period, individual issues in the series being numbered consecutively or each issue being dated. Newspapers as well as publications appearing annually or more frequently are included in the definition. REPORT NUMBER OF TITLES SUBSCRIBED TO, AND NOT NUMBER OF INDIVIDUAL ISSUES (exclude duplicate subscriptions).

ADDED DURING YEAR (column 1). Report the gross number added. Do NOT subtract the number withdrawn.

BOOK STOCK (lines 2 and 3). Report the library's cataloged collection(s) of books and other printed materials that are cataloged in the same manner as books and that are interfiled with, or that may be interfiled with, books. For example, a government document or a yearbook that has been cataloged as a book and shelved with books, is to be reported as book stock. Collections of government documents, pamphlets, paperback books, technical reports, manuscripts, memoirs, proceedings, transactions of societies, monographic and publishers' series, etc., that are not cataloged in the same manner as books should not be reported as book stock. Book stock may be cataloged by the Library of Congress, Dewey Decimal, or any other classification scheme adopted by the library.

VOLUMES (lines 2 and 4). For reporting purposes, a volume is a physical unit of any printed, typewritten, handwritten, mimeographed, or processed work contained in one binding or portfolio, hardbound or paper bound, which has been cataloged, classified, or made ready for use.

TITLES (lines 3, 5, 6, 8, and 9). For reporting purposes, a title is a publication which forms a separate bibliographic whole, whether issued in one or several volumes, reels, discs, slides, or parts. It applies equally to printed

materials, such as books and periodicals, as well as to audiovisual materials and microforms.

Report the number of items for which a separate shelflist card has been made. (SHELFLIST: A record of materials in a library, arranged in the order in which the materials stand when they are shelved or stored.) Thus, six copies of the same edition of a title count as one title; two editions of the same title which have been cataloged or recorded separately count as two titles; a set of six items for which six shelflist cards have been made counts as six titles; and two sets of the same edition for which one shelflist card has been made count as one title.

METHOD FOR ESTIMATING THE NUMBER OF TITLES IN THE COLLECTION. A library which does not maintain a title count of its various collections, and that cannot easily count the number of separate shelflist cards, should use the following statistically sound method for estimating this count:

1. Count the number of titles in one inch of the shelflist cards in the shelflist;
2. Repeat step one at random intervals (e.g., count one inch in every foot) throughout the shelflist;
3. Average the number of titles per inch;
4. Multiply the average titles per inch by the number of inches of cards in the shelflist.

PRINTED GOVERNMENT DOCUMENTS (lines 2, 3, and 4). A printed government document is any publication in book or serial form bearing a government imprint, (e.g., the publications of Federal, State, local, and foreign governments and of world organizations, such as United Nations, European Common Market, etc.).

Include printed government documents NOT in separate collections, but cataloged in the same manner as books, in lines 2 and 3. Report printed government documents housed in separate collections in line 4.

MICROFORMS (lines 5, 6, and 7). Microforms are materials that have been photographically reduced in size for storage, protection, and inexpensive publication purposes, and which must be read with the help of enlarging instruments. Examples of microforms are: microfilm, microcard, and microfiche. These are also called microcopy and microtes. (All forms of microform are to be excluded from lines 2, 3, 4, 8, and 9, but are to be reported in lines 5, 6, and 7).

NUMBER OF PHYSICAL UNITS OF MICROFORMS (line 7). Microform holdings which are not reported on lines 5 and 6 should be reported here. For reporting purposes, each item of microfiche, microfilm, and microcards should be counted as "One." Microform holdings reported on lines 5 and 6 should not be reported here.

AUDIOVISUAL MATERIALS (line 8). These are nonbook, non-microform library materials which require the use of special equipment in order to be seen and/or heard (e.g., motion pictures, audio recordings, filmstrips, slides, overhead transparencies, videotapes, video discs, mixed media (multi-media) kits, etc.; exclude microforms).

ALL OTHER LIBRARY MATERIALS (line 9). These are nonbook library materials which do NOT require the use of special equipment in order to be seen and/or heard (e.g., flat pictures, study print sets, maps, charts, games, etc. Exclude microforms).

LIBRARY HEALTH SCIENCES COLLECTION (lines 10, 11, and 12). These data are requested for the national Library of Medicine, to help them in the development and improvement of a national system of regional medical libraries.

A health science collection is defined here as one containing published materials dealing with preclinical sciences, medicine, and other related subjects (e.g., environmental health, health care delivery, veterinary medicine, etc.).

For libraries using either the Dewey or the Library of Congress Classification, the principal categories containing the health science material are listed below. This list excludes specific classification numbers for general reference tools such as dictionaries, etc.

DEWEY CLASSIFICATION SCHEME - HEALTH SCIENCES

- 150-159 Psychology - Normal and Abnormal
- 176 Ethics - Sexual, etc.
- 301.41-43 Social Sciences - Sex, Marriage, and the Family
- 312 Statistics
- 362 Social, Medical, and Mental Welfare
- 570-579 Life Sciences
- 590-599 Zoological Sciences
- 610-619 Medicine

LIBRARY OF CONGRESS CLASSIFICATION SCHEME - HEALTH SCIENCES

- BG Psychology and Parapsychology
- HB 881-3700 Vital Statistics
- HM - HQ Sociology; Social Psychology, the Family, Sex Life
- QM, QP, QR Human Anatomy, Physiology, Microbiology
- R-RZ - Medicine
- SF 601-1100 Veterinary Medicine and Surgery
- TD Sanitary Engineering
- UH Military Medicine and Welfare

Part II - Library Staff, 1978-79 and Fall 1979

CONTRIBUTED SERVICES STAFF (lines 13 through 21 and 36). Contributed services staff should be reported only by religious institutions or institutions affiliated with religious or theological organizations. Publicly controlled institutions receiving volunteer or contributed services (if any) should exclude data respecting such services in this report.

ESTIMATED SALARY EQUIVALENCY (lines 13 through 21 and 36). Report the estimated equivalent salaries or wages which would be paid to contributed services staff if their salaries or wages were determined on the same basis as lay employees at your institution. The estimate should be on an annual basis, before deductions and exclusive of fringe benefits. On lines 13-21, include the equivalent salary of contributed services staff in filled positions in fall 1979. On line 36, report the equivalent salary expenditures in the 1978-79 fiscal year for contributed services staff.

LIBRARY STAFF (lines 14-21). In section B, report library staff in filled positions in fall 1979 who are paid annual salaries, as well as contributed services staff that are reported separately on line 13. If professional or non-professional staff in your library are paid hourly wages, yet fill positions which are salaried in most other libraries, they should also be included but their wages should be reported at the annual rate. Students serving on an hourly basis should not be included, but should be reported on lines 23 and/or 24.

ANNUAL SALARIES AND WAGES (lines 14-21). Report the salaries and wages, before deductions and exclusive of fringe benefits, of the regular staff and the estimated equivalent salary of the contributed services staff in filled positions in fall 1979. Salaries and wages should be reported on an annual basis. A salary paid on another basis should be converted to the equivalent annual salary. For example, a 9-10 month salary should be multiplied by 11/9 to derive the equivalent 11-12 month salary. If a staff member is on sabbatical leave, report his regular salary.

FULL-TIME EMPLOYEES (lines 14-21). Report all salaried and contributed service employees who work the full-time work week established for your library, if your full-time work week is 32 hours or more. However, if your full-time work week is fewer than 32 hours, report all paid employees as part-time employees. Do not include volunteer help.

PART-TIME EMPLOYEES (lines 14-21). Report all salaried and contributed service employees who work less than the full-time work week for your library or who work less than 32 hours per week. Do not include volunteers.

FULL-TIME EQUIVALENCY OF PART-TIME EMPLOYEES (lines 14-21). To compute full-time equivalency (FTE) of part-time employees, take the number of hours worked per week by a part-time employee and divide it by the number of hours in your full-time work week. If your full-time work week is less than 32 hours, divide the hours in each employee's work week by 40 hours. The following examples illustrate the method of determining full-time equivalency (FTE), shown to one decimal place:

a. A part-time employee who works 25 hours per week in a library having a 40 hour work week is computed as follows: 25 divided by 40 equals .6 FTE.

b. A part-time employee who works 15 hours per week in a library having a 30 hour work week is computed as follows: 15 divided by 40 equals .4 FTE.

CHIEF, DEPUTY, ASSOCIATE, AND ASSISTANT CHIEF LIBRARIANS (lines 14 and 15). Report staff members having administrative responsibilities for the management of the library.

LIBRARIANS (lines 16 and 17). Staff members doing work that requires professional training and skill in the theoretical or scientific aspect of library work, as distinct from its mechanical or clerical aspect.

OTHER PROFESSIONAL STAFF (lines 18 and 19). Report persons who though not librarians are in positions normally requiring at least a bachelor's degree (e.g., curators, archivists, computer specialists, information and system specialists, subject bibliographers, media specialists, etc.).

TECHNICAL AND CLERICAL STAFF ON THE LIBRARY BUDGET (lines 20 and 21). Report persons in technical assistance, receiving, shipping, storing, secretarial duties, etc., who are specifically assigned to the library and are covered in the library budget. Do not report maintenance, custodial or student employees.

HOURS OF STUDENT ASSISTANCE (lines 23 and 24). Report the total number of hours of student assistance, by students employed on an hourly basis, in the 1978-79 fiscal year. Report hours served by: (1) students whose wages are charged to the library budget on line 23, and (2) students whose wages are charged to a budget other than the library budget on line 24.

Part III – Developmental Areas

Section A – Library Loan Transactions, 1978-79

DIAL ACCESS (lines 25 through 27). Exclude dial access transactions from the reporting of library loan transactions. Dial access is the distribution of instruction and educational information by cable and/or microwave link between two or more institutions or organizations. The transmission may take the form of radio, television, or computer data and there may be a computer or computer terminal at any point on the network or communication system. Input and output devices may take the form of teletypewriters or other computer input and output devices.

CIRCULATION OF MATERIALS TO LIBRARY USERS (line 25). Report the number of transactions of all materials charged out to library users by members of your staff; exclude transactions by dial access. Users include faculty members, students, and others.

INTERLIBRARY LOANS (lines 26 and 27). Report the number of items in original and reproduced format provided to and received from other libraries or library agencies that are not under the same administration, in response to specific title, author, or subject requests; exclude transactions by dial access.

Section B – Transactions 1978-79

REFERENCE AND DIRECTIONAL TRANSACTIONS (lines 28 and 29). Report contacts of all main and branch library personnel whose assigned duties include provision of reference/information service. A staff member should report each contact separately, whether or not the user has already consulted either that staff member or another on the same information

need. A contact which includes both reference and directional service is one reference transaction. Duration should not be an element in determining whether a transaction is reference or directional.

REFERENCE TRANSACTIONS, TYPICAL WEEK, SPRING 1979 (line 28). A reference transaction is an information contact which involves the use, recommendation, interpretation, or instruction in the use of one or more information sources, or knowledge of such sources, by a member of the reference/information staff. Information sources include:

- (1) print and nonprint materials;
- (2) machine readable data bases (including computer assisted instruction);
- (3) library bibliographic records, excluding circulation records;
- (4) other libraries and institutions; and
- (5) persons both inside and outside the library.

A question answered through utilization of information gained from previous consultation of such sources is considered a reference transaction even if the source is not consulted again.

DIRECTIONAL TRANSACTIONS, TYPICAL WEEK, SPRING 1979 (line 29). A directional transaction is an information contact which facilitates the use of the library in which the contact occurs, and its environs, and which may involve the use of sources describing that library, such as schedules, floor plans, handbooks, and policy statements. Examples of directional transactions are:

- (1) directions for locating facilities such as restrooms, carrels, and telephones;
- (2) directions for locating library staff and users;
- (3) directions for locating materials for which the user has a call number;
- (4) supplying materials such as paper and pencils; and
- (5) assisting users with the operation of machines.

GROUP TRANSACTIONS, 1978-79 (lines 30 and 31). A group transaction is an information contact in which a staff member provides information services, usually intended for a number of persons, rather than an individualized response to a specific need of one or two persons at a time. Examples of group transactions are: lectures, library tours, book reviews and discussions, media presentations and similar programs, instructional programs in research methods and similar programs. If a series of such presentations is made, each session should be counted separately. Group transactions include transactions both on and off the library premises, as long as such transactions are sponsored by the library. Report the total number of group transactions in fiscal year 1978-79 on line 30. On line 31, report the total or the best estimate of the total, number of persons attending the transactions reported on line 30.

Section C – Library Hours and Days Open Per Week, Fall 1979

HOURS OPEN PER TYPICAL WEEK (line 32). Report the total number of hours the central or main library is open for general use in a typical week in fall 1979, by adding the number of hours the library is open for general use each day of the typical week. Report the total in whole hours only, omit fractions.

DAYS OPEN PER TYPICAL WEEK (line 33). Report the total number of days the central or main library is open for general use in a typical week in fall 1979, by adding the number of days the library is open for two hours or more each day of the typical week. Report the total in whole days only, omit fractions.

Part IV – Library Finances, 1978-79

Section A – Library Operating Expenditures, 1978-79

EXPENDITURES (lines 34-45). To insure accurate reporting, have your business officer assist with the entries in this part. Report the funds

expended in the 1978-79 fiscal year regardless of when the funds may have been received from Federal, State, or other sources. Expenditures should be reported for the 12-month period which corresponds to your library's fiscal year between the calendar period of June 1, 1978 to September 30, 1979. Report all expenditures as whole dollars; omit cents.

SALARIES AND WAGES OF LIBRARY STAFF (line 34). Report expenditures in fiscal year 1978-79 for full-time and part-time salaries and wages before deductions, but exclude fringe benefits provided by your institution, for all regular library staff. Exclude contributed services, maintenance and custodial staff, and students serving on an hourly basis.

FRINGE BENEFITS (line 35). Report the sum of all fringe benefits provided by your institution for all library staff whose salaries and wages are shown in line 34 (exclude contributed services, maintenance and custodial staff and students serving on an hourly basis). Fringe benefits are defined as cash contributions in the form of supplementary or deferred compensation other than salary. The employee's contribution should be excluded when determining the dollar value of fringe benefits. Fringe benefits include: retirement plans; hospitalization, surgical, and medical plans; guaranteed disability income protection plans; tuition plans; housing plans; social security taxes; unemployment compensation plans; group life insurance plans; workmen's compensation; and other benefits in-kind with cash options.

ESTIMATED SALARY EQUIVALENCY OF CONTRIBUTED SERVICES STAFF (line 36). Report the estimated equivalent salaries or wages which would have been paid in fiscal year 1978-79 to contributed services staff if their salaries or wages were determined on the same basis as lay employees at your institution. The estimate should be on an annual basis, before deductions and exclusive of fringe benefits.

WAGES OF STUDENTS SERVING ON AN HOURLY BASIS (line 37). Report the expenditures charged to the library for the wages of the students who served on an hourly basis and who were reported in line 23 (exclude all expenditures for wages not charged to the library). Report wages before deductions, and excluding fringe benefits.

BOOKS (line 38). Report the expenditures for the books purchased during the 1978-79 fiscal year, as reported in column (1) line 2. Exclude expenditures for periodical subscriptions and microforms.

PERIODICALS (line 39). Report the expenditures for the periodical subscriptions purchased during the 1978-79 fiscal year. Exclude expenditures for books, microforms, and binding and rebinding of periodicals.

MICROFORMS (line 40). Report the expenditures for all microforms purchased during the 1978-79 fiscal year, as reported in column (1) lines 5 through 7.

AUDIOVISUAL MATERIALS (line 41). Report the expenditures for all audiovisual materials purchased during the 1978-79 fiscal year, as reported in column (1) line 8. Exclude expenditures for microforms.

ALL OTHER LIBRARY MATERIALS (line 42). Report the expenditures for all other library materials purchased during the 1978-79 fiscal year, as reported in column (1) line 9. Exclude expenditures for books, periodicals, microforms, audiovisual materials, and binding and rebinding.

BINDING AND REBINDING (line 43). Report the expenditures paid to commercial binderies for all binding and rebinding of books and periodicals during the 1978-79 fiscal year. Do not allocate wages, materials, etc., for binding.

ALL OTHER LIBRARY OPERATING EXPENDITURES (line 44). The amount reported here should be the difference between the total expenditures for the 1978-79 fiscal year (line 45) and the sum of all itemized expenditures (sum of lines 34 through 43). It should include expenditures for travel, rental, leases, insurance, postage and freight, printing, replacement of equipment and furnishings, supplies and membership costs. Exclude expenditures for utilities, plant maintenance and operation, and capital outlay.

TOTAL LIBRARY OPERATING EXPENDITURES (line 45). This amount should be the sum of lines 34 through 44.

Section B - Library Receipts from Federal Government Grants from October 1, 1978 through September 30, 1979

Line 46. Report the total receipts from Federal government grants received by your library between October 1, 1978 and September 30, 1978 which were included in your library budget and expended during the same period or will be expended in succeeding years. Exclude Federal funds which were designated for acquisition, construction, expansion, improvement, or maintenance of the physical plant. Also exclude Federal funds received through the Student Work-Study program or the Comprehensive Employee Training Act (CETA) which are not included in library budget items.